SACC ROSS ROLES 11/03/05									
	Center Manager	SACC ROSS Admin	Asst Area Cord	Aircraft Cord	Intel Cord	GA_SACC Admin	CORD Detailer	EDSP Detailer	EDSD/ EDRC Detailer
Basic User	X	X	X	X	X	X	X	X	X
Account Manager	X	X	X	X		X	X	X	
Data Manager		X	X	X		X			
Dispatch Mgr.		X	X	X					

21 ORDERING CHANNELS/COST CODING

All agencies have designated ordering procedures for incident and wildland fire support and services. These established ordering channels provide for: rapid movement of requests, agency review, efficient utilization of resources and cost effectiveness.

21.1 SOUTHERN AREA COORDINATION CENTER

The Southern Area Coordination Center (SACC), Atlanta, Georgia, is the focal point for internal and external requests for all Federal and State land management agencies within Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, Puerto Rico, and the U. S. Virgin Islands. Also included are Federal agencies east of the 100th Meridian within the States of Texas and Oklahoma. The Oklahoma Department of Agriculture – Forestry Service and Texas Forest Service are represented state-wide by the Southern Area Coordination Center.

Dispatcher	X	X	X	X	X		X	X	X
Quals Impt. Mgr.		X							
Select. Area Mgr.		X	X			X			
Roster Mgr.		X	X						
Org. Record Mgr.		X				X			

21.1.1 STATE COORDINATION CENTERS

The thirteen State Coordination Centers are responsible for coordinating the mobilization of resources within their areas of jurisdiction and the collection and dissemination of intelligence information on incidents within their states. The State Coordination Centers serve as the link between SACC and individual Forests, Ranger Districts, Parks, Refuges, Tribes, BIA Agencies, and State units.

A listing of the State Coordination Centers and the units they represent is contained in Appendix A.

21.2 ORDERING PROCEDURES

21.2.1 INCIDENT RELATED ORDERING

Initial Attack Dispatching – During the initial response to an incident, a State Coordination Center may utilize the resources under their jurisdiction within the State and/or the closest resources in an adjacent State, utilizing the "neighborhood concept." State Coordination Centers utilizing initial attack resources with adjacent State Centers must have written agreements in place.

21.2.2 SOUTHERN AREA NEIGHBORHOOD CONCEPT

Units may place orders for initial attack (Type 3, 4, and 5 incidents) or reinforcement items to support an incident on their own unit from adjoining/neighboring border Units.

For non initial attack, Type 2 crews, individual overhead, engines, light aircraft, and other similar resources may be requested from adjoining cooperating units. Orders may be placed according to the "neighborhood" concept as follows:

UNIT	MAY ORDER FROM
AL-AIC	GIC, TNC, MIC
AR-AOC	TIC, LIC, TNC
FL-FIC	AIC, GIC
KY-KIC	TNC, VIC
LA-LIC	AOC, MIC, TIC
MS-MIC	AIC, AOC, LIC, TNC
NC-NCC	GIC, SCC, TNC, VIC
SC-SCC	GIC, NCC, TNC
TN-TNC	AIC, GIC, KIC, MIC, NCC
TX-TIC	AOC, LIC
VA-VIC	KIC, NCC, TNC

The SACC Area Coordinator, by the direction of the MAC Group may suspend the authority when judgment dictates the incident complexity may affect the total resource needs. This most often occurs during Preparedness Levels 4 and 5.

1. When a Unit is unable to obtain sufficient resources to support an incident on their own or from their neighboring Units, the order will be placed with the Southern Area Coordination Center. When state compacts are activated, the ordering state will communicate the order to SACC.
2. Local operating plans with cooperating units should address who will place and/or receive orders for support.
3. Orders for National and Regional resources to include Interagency Hotshot Crews, helicopters, air tankers, radio systems, etc., will be placed through SACC.

SACC shall notify the requesting State when a needed resource is not available within the Southern Area and the order is being prepared for placement with NICC. The requesting State Coordination Center shall then have the option to cancel or modify the resource order.

SACC shall keep all State Coordination Centers alerted to possible shortages of firefighting resources nationally, as well as within the Southern Area. This will be accomplished during the conference call in Preparedness Levels 4 and 5.

21.2.3 NON-WILDLAND FIRE RELATED ORDERING

SACC will accept requests for non-suppression incidents (i.e., flood, hurricane, tornados, homeland defense, etc.).

a. Southern Area Units will forward all detail requests for planning and preparedness, including severity requests, to SACC through the respective State Coordination Centers. Ordering information will be documented on the detail request form. This form is a supplemental information worksheet to the standard resource order form.

   All pertinent items on the form should be completed. This will give the prospective detailer complete information on the requesting unit's needs. All persons filling details from the Southern Area should have access to the completed detail request form before travel is commenced.

b. Orders will be made through normal dispatch channels to NICC.

c. Preposition assignments may be prearranged between units. No movement will be initiated until the request is placed through the dispatch systems, stating request has been prearranged and with which unit.

d. When the sending and receiving units are confirmed, SACC will request these units work directly with each other to address and resolve administrative and personnel matters.

e. Travel itineraries will be relayed through normal dispatch channels.

21.2.4 PRESCRIBED FIRE

It is the responsibility of the fire manager for the prescribed fire project to arrange for and obtain their resources. Southern Area Prescribed Fire Managers have been successful in establishing intra-Geographic Area agreements for resources (e.g., Redmond and Missoula Smokejumpers) without utilizing the dispatch ordering channels. SACC cannot enhance the mobilization of these resources by utilizing the resource order system.

However, SACC will assist the Prescribed Fire Manager's host State Coordination Center in providing a resource, utilizing the dispatch ordering channels, as needed, if difficulty in finding a specific resource arises.

21.2.5 DISPATCH MESSAGING SYSTEM

All State Coordination Centers have e-mail addresses. These addresses are listed in Chapter 50 — Directory. State Coordination Centers and SACC should monitor as needed for commit messages.

All emergency release information will be relayed by telephone, followed by a fax of the emergency release form.

All orders/requests for tactical aircraft will be placed in ROSS.

Once the resource has been assigned and travel information is known, the sending State Coordination Center will complete necessary travel using ROSS.

When Southern Area crews are mobilized using NIFC (or NIFC-chartered) jets, State Coordination Centers will send information on resources assigned to SACC, and SACC will forward this to NICC. NICC will then send a Flight Plan to SACC with the resources assigned and scheduled transportation. SACC will forward this to the sending State Coordination Centers.

The Southern Area Interagency Fire Cache (SIFC) will use a shipping status form or the telephone for cache items (supplies) and .Mob messages for equipment (for example, ATMU, cache vans, etc.).

If .Mob cannot be used, the telephone or fax will be used to pass resources assigned and travel information.

Outside of normal business hours, .Mob information must be confirmed via telephone to the appropriate State Coordination Center.

Following are the addresses to be used for messages:

State DMS Addresses

Coordination Center	**Address**
Southern Area Coordination Center	gasac@dms.nwcg.gov
Alabama Interagency Coordination Center	alaic@dms.nwcg.gov
Arkansas/Oklahoma Interagency Coordination Center	araoc@dms.nwcg.gov
Florida Interagency Coordination Center	flfic@dms.nwcg.gov
Georgia Interagency Coordination Center	gagicc@dms.nwcg.gov
Kentucky Interagency Coordination Center	kykic@dms.nwcg.gov
Louisiana Interagency Coordination Center	lalic@dms.nwcg.gov
Mississippi Interagency Coordination Center	msmic@dms.nwcg.gov
North Carolina Interagency Coordination Center	ncncc@dms.nwcg.gov
South Carolina Interagency Coordination Center	scscc@dms.nwcg.gov
Tennessee Interagency Coordination Center	tntnc@dms.nwcg.gov
Texas Interagency Coordination Center	txtic@dms.nwcg.gov
Virginia Interagency Coordination Center (3/98)	vavic@dms.nwcg.gov
Cache	**Address**
Southern Area Cache	kysak@dms.nwcg.gov

21.3 COST CODING

All fire suppression orders are to have an interagency FireCode assigned by the ordering office.

Information on the FireCode can be found at:

www.nifc.gov/news/firecode/userguide/guide_toc.html

For detailed information for each agency, see the National Mobilization Guide, Chapter 21.

22 OVERHEAD/CREWS

22.1 MOBILIZATION

Southern Area State Coordination Centers will fill orders from the best, most logical source available. This choice will be made on the basis of urgency or need, availability, delivery time, reasonable cost effectiveness, operational impact on the other units, consideration of the integrity of the overall program, and, above all, safety.

State Coordination Centers are responsible for ensuring all performance criteria are met.

22.1.1 AVAILABILITY

State Coordination Centers will provide SACC with "Availability Lists" via Resource Order Status System (ROSS).

During Preparedness Levels 4 and 5, the SACC Coordinator may request daily availability lists. When this occurs, ROSS should be updated by 1000 hours daily and updated as significant revisions occur.

22.1.2 RESOURCE REQUEST LIST

When Availability does not yield the needed resource, SACC will post the needed resources on a UTF (Unable to Fill) list on the SACC website. Once this list is generated, it will be updated when positions cannot be filled. In Preparedness Levels 4 and 5, the list will be updated daily.

22.1.3 NAME REQUESTS

The Southern Area Coordinator or Coordinator-on-Duty will review and approve, or deny, all name requests. The ordering unit MUST confirm availability for the individual being requested prior to placing the request.

Severity requests often involve strategic movement of resources from areas with lower fire potential. In these cases, name requests are appropriate and are typically directed by agency managers.

See National Interagency Mobilization Guide, Chapter 22 for additional information.

22.1.4 DETAIL REQUESTS

Requests from State Coordination Centers for resources to respond to extended assignments (30 days or more), non-suppression incidents (for example, homeland defense, etc.) and preparedness will include a completed detail request form. This form is a supplemental information worksheet to the standard resource order form and can be found on the SACC website.

The form will provide the prospective detailer complete information on the requesting unit's needs. All individuals filling detail requests from the Southern Area should have access to the completed detail request form before travel is commenced.

When the sending and receiving units are confirmed, SACC will request these units work directly with each other to address and resolve administrative and personnel matters.

Travel itineraries will be relayed through normal dispatch channels.

22.1.5 RESOURCE MOBILIZATION

Sending units will ensure that all personnel, crews, and engines mobilized have:

A. Copies of the completed Resource Order.
B. Four copies of passenger/cargo manifest.
C. All personnel transported by chartered aircraft will be documented on the Aircraft Flight Request/Schedule.
D. Form(s) OF-288 – Emergency Firefighter Time Report.
E. Lunches or double-lunches, when appropriate.

22.2 DEMOBILIZATION

Emphasis will be placed on having personnel home no later than 2200 hours local time during demobilization. Occasionally, the availability of large transport aircraft will dictate time frames during demobilization.

Orderly flow of personnel and resources from the incident to the place of origin must follow the reverse order of mobilization and remain within established communication channels.

The Southern Area Coordinator or the Floor Coordinator will advise the State Coordination Centers and Incident Commanders of any geographic area or national priorities to be included in the demobilization plan(s).

The Southern Area Multi-Agency Coordination Group will approve the demobilization schedule and may freeze or divert any item(s) that may be needed elsewhere.

22.2.1 MOBILIZATION CENTERS

Primary mobilization centers in the Southern Area are located in Knoxville, Tennessee and Ft. Smith, Arkansas. A secondary center is located in Asheville, North Carolina. Other centers may be activated on an ad-hoc basis to deal with specific incidents. These centers are an extension of SACC and will be activated as recommended by the MAC Group through the Southern Area Coordinator and managed by the Host Unit. SACC will coordinate with the State Center in which the mobilization center is located for coordination of resource mobilization.

Early notification must be given to the unit hosting the mobilization center. SACC will coordinate arrival times with the hosting unit before the resources are ordered. Upon concurrence that the Mobilization Center can be supported by the host unit, the Southern Area Coordinator will generate an incident order identified by the name of the location of the Mob. Center and will include the appropriate FireCode for activation.

The Mobilization Center Manager will coordinate the facilities, supplies and staffing needs according to the operating plan. SACC will coordinate with the Mobilization Center Manager on incident priorities.

Other "centers" where overhead and crews may be mobilized and held pending assignment or transport to a primary center are available at designated locations.

22.3 CREWS

Three types of crews exist for National or Interagency assignments. They are Type 1, Type 2, and Type 2 with initial attack capability. All sending State Coordination Centers within the Southern Area shall forward a crew manifest to SACC.

Type 1: The Southern Area has four Type I crews:

- The Asheville Hotshots are based in Asheville, North Carolina, and the crew's assigned season is normally from early January through mid-May. The crew is dispatched by the North Carolina Interagency Coordination Center.

- The Jackson Hotshots are based in Jackson, Mississippi, and the crew's assigned season is normally from June through August. The crew is dispatched by the Mississippi Interagency Coordination Center.
- The Augusta Hotshots are based in Augusta Springs, Virginia, and the crew's assigned season is normally from February through May and August through November. The crew is dispatched by the Virginia Interagency Coordination Center.
- The Cherokee Hotshots are based in Unicoi, Tennessee and the crew's assigned season is normally from mid-February through mid-June and mid-August through mid-December. The Cherokee Hotshots are a "trainee" Hotshot crew.

Type 2:

A. **Interagency (Multi-Agency) Regular Crews.**

Interagency crews from States have been identified and will be dispatched within the regular Southern Area Type 2 crew module rotation to incidents out of the Southern Area.

B. **Agency Regular Crews**.

Several Forest Service and State units can mobilize crews made up of regular agency and state personnel for needs outside the Southern Area. These crews will be included in the Type 2 crew module rotation for assignments outside the Southern Area. The crew module rotation is in effect May 15th through September 30th.

22.3.1 TYPE 2 CREW IDENTIFIERS

Following is the standard format for crew identification for Type 2 crews in each state or commonwealth. During a given calendar year, crews dispatched from any state should be numbered consecutively, regardless of agency (for example, AL NF #1, AL NF #2, AL ST #3, AL MA #4, etc.). This eliminates confusion over duplicate crew numbers (for example, AL NF #1 and AL ST #1). Native American crews may also be called by the name of their Tribe (for example, OK NA #1 Choctaw).

CREW NAME	HOME UNIT OF CREW
ALABAMA	
AL NF #	National Forests in Alabama Crew
AL ST #	Alabama State Crew
AL MA #	Alabama Multi-Agency Crew
ARKANSAS	
AR NF #	Ouachita NF & Ozark-St. Francis NF Crews
AR ST #	Arkansas State Crew
AR JC #	Arkansas Job Corp Crew
AR MA #	Arkansas Multi-Agency Crew
FLORIDA	
FL NF #	National Forests in Florida Crew
FL ST #	Florida State Crew
FL MA #	Florida Multi-Agency Crew
FL NP #	Florida National Park Crew
FL FW #	Florida Fish & Wildlife Crew
GEORGIA	
GA NF #	Chattahoochee-Oconee NFs Crew
GA ST #	Georgia State Crew
GA MA #	Georgia Multi-Agency Crew
KENTUCKY	
KY NF #	Daniel Boone NF Crew
KY ST #	Kentucky State Crew
KY JC #	Kentucky Job Corp Crew

KY MA #	Kentucky Multi-Agency Crew
LOUISIANA	
LA NF #	Kisatchie NF Crew
LA ST #	Louisiana State Crew
LA MA #	Louisiana Multi-Agency Crew
MISSISSIPPI	
MS NF #	National Forests in Mississippi Crew
MS ST #	Mississippi State Crew
MS MA #	Mississippi Multi-Agency Crew
MS NP #	Mississippi National Park Service Crew
NORTH CAROLINA	
NC NF #	National Forests in North Carolina Crew
NC ST #	North Carolina State Crew
NC JC #	North Carolina Job Corp Crew
NC MA #	North Carolina Multi-Agency Crew
NC NP #	North Carolina National Park Service Crew
OKLAHOMA	
OK NA #	Oklahoma Native American Crew ("Ft. Smith NA")
OK ST #	Oklahoma State Crew
PUERTO RICO	
PR MA #	Caribbean Multi-Agency Crew
SOUTH CAROLINA	
SC NF #	Francis Marion & Sumter NFs Crew
SC ST #	South Carolina State Crew
SC MA #	South Carolina Multi-Agency Crew
TENNESSEE	
TN NF #	Cherokee NF Crew
TN ST #	Tennessee State Crew
TN JC #	Tennessee Job Corp Crew
TN MA #	Tennessee Multi-Agency Crew
TN NP #	Tennessee National Park Crew
TEXAS	

TX NF #	National Forests in Texas Crew
TX ST #	Texas State Crew
TX MA #	Texas Multi-Agency Crew
TX NP #	Texas National Park Service
TX NA #	Texas Native American
VIRGINIA	
VA NF #	Jefferson NF & George Washington NF Crews
VA ST #	Virginia State Crew
VA JC #	Virginia Job Corp Crew
VA MA #	Virginia Multi-Agency Crew
VA NP #	Virginia National Park Crew

22.3.2 TYPE 2 CREW MODULES

During the period of greatest western fire potential (beginning approximately May 15), Southern Area Type 2 crews are assigned to "modules" comprised of 5 crews each. The modules are on call on a rotational basis to expedite national mobilization from Southern Area jetports. Crews are expected to report to their jetport fully equipped with boots and full personal protective equipment (PPE).

When western mobilization begins, the Southern Area Coordinator will discuss mobilization potential for southern crews with the National Coordination Center. If potential appears high, the Southern Area Coordinator may begin to move modules into Mobilization Centers in preparation for transport. Expected duration in a Mobilization Center may be 1-2 days, but no more then 3 days, prior to transport.

Type 2 crew module rotation (for mobilization outside of the Southern Area) will be as follows:

A. The module that is first in rotation will fill that slot for a period of seven days (four to six-hour call up). Crews will have 6 hours to assemble before moving to their designated jetport. If, due to logistical limitations, the designated jetport cannot be used, an alternate jetport will be determined by SACC, NICC, and the Module Coordinator at the time the order is received.

B. When the module in rotation mobilizes, the next module in rotation will be notified and placed on 6-hour call status for the remainder of the rotation period of the mobilized module. At the end of the rotation period, the scheduled module will be in rotation. All modules will be notified to be on alert whenever a module is mobilized. The module rotation will be utilized

and completed for two complete rotations in order to give all crews an opportunity for assignment.

C. If a crew module passes during the rotation period, an opportunity for an assignment was proposed therefore it should count against the rotation period.

D. If a complete module (5 crews) is not available to fill a crew order, SACC can augment the module with crews from another state in order to make a complete module. If this is not logistically feasible, the next available module in rotation will be mobilized. Once the rotation has been completed for two cycles for the season, conference calls will be held to coordinate the crew mobilization in order to mobilize all remaining crews as needed.

E. If, during actual out-of-Area crew mobilization, more than 5 crews are available for a specific module, SACC will notify NICC and offer to mobilize the additional crews at the jetport. NICC will determine whether or not chartering a larger aircraft is logistically feasible.

22.3.3 OVERHEAD WITH CREWS

Interagency Resource Representative - An Interagency Resource Representative will be assigned to all Geographic Areas that have four or more Southern Area crews committed to incidents. All Southern Area IARR's are ordered by SACC and report directly to the Southern Area Coordinator or the Coordinator-on-Duty (COD) or the Area Representative, if the position has been activated.

As a Representative of the agencies located within the Southern Area, the IARR acts as a liaison between area resources and the Incident Command Teams, Southern Area Coordination Center, host Agency Administrator/Fire Management organization and represents the interests of the sending area in relation to the sending area resources. The primary resources will be Type 2 crews.

Duties of the Southern Area IARR consist of, but are not limited to assisting Incident Management Team/host Geographic Area Coordination Center in giving oversight to:

A. R&R issues.
B. Pay issues.
C. Accident/Injury Incidents.
D. Crew Replacement.
E. Crew Performance.
F. Cultural issues.
G. Tracking of lengths of assignments.

The IARR will report at least daily to the Southern Area Coordinator, Coordinator on Duty, or Agency Representative. The IARR will submit daily reports to SACC, or to the Agency Representative, at the end of each day. They will maintain regular contact with Crew Representatives assigned to Southern Area crews, Crew Bosses, other IARR's, and single resources from the Southern Area.

Southern Area IARR's may be requested to provide the Demobilization Unit and host Coordination Center with assistance related to demobilization of crews. They will also attend IMT briefings, strategy and planning sessions, when feasible, to keep current on incident plans.

Area Representative - An Area Representative will be assigned by the Southern Area Coordination Group/Area Coordinator, and will represent the Southern Area at the receiving Geographical Area Coordination Center (or other agreed-upon location). All IARRs assigned to that area will report through the designated Area Representative to the Southern Area Coordination Center. Each Area Representative will be tracked on a GA-SAC resource order.

22.4 SMOKEJUMPERS – (see National Mobilization Guide).

22.5 HELICOPTER MODULE – (see National Mobilization Guide).

The Southern Area Multi-Agency Coordination Group recommends and supports ordering trainee Helicopter Managers to be assigned with each qualified, due to the shortage of qualified Helicopter Managers in the Southern Area.

22.6 COMMUNICATIONS COORDINATOR – (see National Mobilization Guide).

22.7 INCIDENT METEOROLOGIST

The Southern Area Coordination Center will coordinate the assignment of Incident Meteorologists (IMET) and IMET Trainees with Larry VanBussum who is located at the National Weather Service Office, Boise.

It is possible for an Incident Meteorologist (IMET) to be dispatched to a fire within their local Warning Area that lies within their state. When that takes place it is the personal responsibility of the assigned IMET to contact Larry VanBussum so he will know that they are unavailable for other assignments. This is a new requirement as of July 2004.

East State Coordination Center within the Southern Area has the authority to assign an IMET within the jurisdiction of their respective state. Any IMET who is dispatched

outside of their local County Warning Area that lies outside of their state will be name requested through Larry VanBussum. These orders will be processed through normal ordering channels.

IMETs will coordinate with their State Coordination Center to ensure that their availability is properly recorded in ROSS.

Normally, an IMET is ordered as an overhead request in conjunction with supply requests for an Advanced Technology Meteorological Unit (ATMU) and a Remote Environmental Micro System (REMS), to provide on-site weather observation and forecasting services. An IMET, ATMU and REMS will be mobilized to any Type I fire in the Southern Area. Any time an IMET is mobilized on any incident, a Fire Behavior Analyst (FBAN) must also be mobilized. This must also take place even when an IMET is ordered without an Overhead Team.

22.8 CACHE SUPPORT POSITIONS – (see National Mobilization Guide).

22.8.1 CACHE DEMOBILIZATION SPECIALIST

In order to ensure compliance with hazardous materials transportation regulations, and to assist the Supply Unit with packaging backhaul for refurbishment, a Cache Demob Specialist (CDSP) will be dispatched to any incident requiring a mobile support cache van or significant commitment of cache supplies or equipment. The Southern Interagency Fire Cache (SIFC) manager will designate those individuals within the Southern Area who are qualified to fill this position. This position will report to the Fire Cache Manager.

22.9 INCIDENT MANAGEMENT TEAMS

The Southern Area has two Type 1 Incident Management Team on the Area rotation. The States of Florida, North Carolina and Texas also sponsor Type 2 Teams that meet NWCG standards and may be available for internal and external assignment.

SACC, acting for the Southern Area Coordinating Group, will be the focal point for maintaining current information on Type I Team status regarding rotation, on-call period, and availability.

Team Rotation:

The Red and Blue Teams are both fully qualified Type 1 teams and serve on the National Type 1 team rotation, as well as the Southern Area rotation. Both teams serve on a two-week on-call rotation throughout the year for the Southern Area.

Each on-call period will begin at 0001 hours Sunday (Eastern Time) and continue through the second following Saturday at 2400 hours (Eastern Time). This rotation coincides with federal pay periods.

Upon mobilization of the team on-call, the other team will assume on-call duty for the balance of that on-call period and subsequent periods until the deployed team is again available, and will be notified via automated telephone call. Upon demobilization of the team, the IC will determine when the team is to be again available for on-call duty.

Team Mobilization:

Request for the teams are made by using field units through State Coordination Centers to SACC.

A. SACC will normally request 50 members for mobilization of either Team (long) to facilitate trainees, apprentices, and mentorees for the development of future Southern Area Incident Management Teams.

   For out-of-area assignments, see the National Mobilization Guide, Chapter 60, Section 63.1).

   For non-fire assignments (particularly FEMA missions), the IC and Southern Area Coordinator will negotiate the team configuration with the ordering entity.

B. When a Team is ordered, the SACC Coordinator-on-Duty (COD) will contact the Incident Commander (IC) first and provide information on the incident. The IC and the COD will then finalize the team roster of positions to be mobilized.

C. An automated telephone message will be sent to team members to alert them to the mobilization and to prompt them to update their status in ROSS.

D. A copy of the order for the team will be faxed to each State Coordination Center immediately upon receipt in SACC.

E. SACC will coordinate with the State Coordination Centers to review the Team Roster. Approved pre-orders will be initiated at this time.

22.9.1 NATIONAL AREA COMMAND TEAMS

When two or more incident management teams are needed in close proximity to each other within one state, the Southern MAC Group will, in consultation with the appropriate line officer(s), make a determination on the need to activate an Area Command Team.

The Southern Area has one Area Command Team (Rounsaville) on the National Rotation.

22.9.2 NATIONAL PARK SERVICE ALL-RISK INCIDENT MANAGEMENT TEAM

The National Park Service has 3 National All-Risk Incident Management Teams available in the Southern Area. The primary mission of these teams is to manage planned and unplanned non-wildland fire incidents on an interagency basis. The All-Risk Teams are mobilized through the established ordering channels.

The NPS All-Risk Teams can be activated only after approval of the Regional Director (or his or her designee) of the NPS Region with the incident.

22.9.3 INTERAGENCY FIRE USE MANAGEMENT TEAMS (FUMT) –

(see National Mobilization Guide).

22.9.4 INTERAGENCY FIRE USE MODULES –

(see National Mobilization Guide).

Mobilization procedures outside the Southern Area for Fire Use Modules will follow standard dispatch channels. Orders for modules from one State Coordination Center's "jurisdiction" to another will be through State Coordination Centers and SACC. Within a State Coordination Center's jurisdiction (i.e.: Arkansas and Oklahoma, Kentucky and Tennessee), dispatch procedures will be as agreed to by the State Coordination Center Manager, the FMO of the host unit, and the module leader.

Due to its proximity to units in southern Missouri, the Buffalo River Module may be dispatched directly to Ozark River NR (MO-OZP), George Washington Carver NM (MO-GWP), Wilson's Creek NB (MO-WCP) or Mark Twain NF (MO-MTF) by the Arkansas-Oklahoma Interagency Coordination Center.

Resource requests for the Great Smoky Mountains Module will need to be placed with the Tennessee Interagency Coordination Center. Resources requests for the Cumberland Gap Module will need to be placed with the Kentucky Interagency Coordination Center.

22.9.5 CRITICAL INCIDENT STRESS DEBRIEFING TEAMS

Requests for Debriefing Teams will be made to SACC on an Overhead Resource Order.

A Critical Incident is defined as "Any incident so unusually stressful and powerful that it breaks through an individual's normal emotional defenses to cause an immediate or delayed reaction. The reaction may be emotional, cognitive, behavioral, or physical. The experience may interfere with the individual's short-term or long-term job performance or decision-making ability".

EXAMPLES OF CRITICAL INCIDENTS

1. Aviation accidents resulting in critical injury or death.
2. Motor vehicle accidents involving major trauma or death.
3. Fire shelter deployment and burn over.
4. Any incident causing fear or anticipation of death, by nature or human.
5. Suicide of a co-worker.
6. Death of a co-worker in the line of duty.
7. Body recovery work.
8. Any traumatic event resulting in massive media coverage.

PURPOSE OF A CRITICAL INCIDENT STRESS DEBRIEFING

A Critical Incident Stress Debriefing (CISD) is a positive and supportive, definitive discussion of the events that took place. The aim of the meeting is to help employees process emotionally difficult events in order to prevent posttraumatic stress disorder, and to return them to a healthy work state as quickly as possible. CISD is not group counseling or group therapy. It is also not a critique of an incident. The process has been proven effective in minimizing long-term effects.

CONTACTS TO OBTAIN A CRITICAL INCIDENT STRESS DEBRIEFING

Stress debriefing personnel and teams are usually provided internally or through locally contracted services. The Forest Service Employee

Assistance Program (EAP) provides CISD services. The National Park Service has two Critical Incident Stress Debriefing Teams available for interagency use. Orders for these Teams will be placed through SACC. Ideally, the session should take place 24-to-72 hours after the event.

22.9.6 PAYMENT CENTERS

22.9.6.1 EFF Southern Payment Center

There is currently one Payment Center in the Southern Area that processes Emergency Firefighter Payments. For additional information visit the Payment Center web site at:
http://fsweb.ouachita.r8.fs.fed.us/eff/index.htm

22.9.7 ADMINISTRATIVE PAYMENT TEAMS (APTs)

The Southern Area hosts two National Park Service Administrative Payment Teams and they are on a two-week on-call rotation throughout the year (see Chapter 60 of the National Mobilization Guide for the current schedule and additional information).

Team 2:	Debra Ledford	SC-KMP
Team 3:	Linda Kelly	TN-BSP

Teams are used primarily for Department of Interior incidents, but can be used for other agencies' incidents as well.

If a team is needed, the incident will request an Administrative Payment Team Leader (APTA). This request will go through the appropriate State Coordination Center to SACC. If one of the two teams dispatched by the Southern Area are on call, SACC will place the order with the appropriate State Coordination Center with a follow-up notification being made to NICC. If an out-of-area team is on call, the request will be placed with NICC.

Once the team leader has been contacted, he or she will determine the number of team members available and the number of team members needed for the incident. The Team Leader will provide names and home units in order for the name request to be processed through the normal dispatch channels. This information will be passed back to the incident through dispatch channels so that additional request numbers can be generated for the team members (APTM).

22.9.8 BUYING TEAMS

Buying Teams support the wildland fire procurement effort through the local administrative staff and are authorized to procure a wide range of services, supplies, land, and equipment rentals. In addition, the Buying Team Leader has the responsibility of coordinating property accountability with the Supply Unit Leader.

There is one Southern Region Forest Service Regional Buying Team established. The purpose of this team is not to pay bills already incurred by an incident.

The Incident Unit's Administrative Officer will make the determination if an Incident Buying Team is needed for support to the Incident Acquisition Unit.

When no teams are available within the Southern Region, the requests will be placed with NICC. The Team is also available for national (out of area) assignments on a rotation basis.

A Buying Team will normally consist of one Buying Team Leader (BUYL) and six Buying Team Members (BUYM). Alternate Team Leaders and Team Members have been identified and will be mobilized when the primary people are not available. Team Leaders will select these alternates on a case-by-case basis and notify their State Coordination Center and the Regional Buying Team Coordinator.

22.9.9 DEPARTMENT OF INTERIOR - BURNED AREA EMERAGENCY RESPONSE (BAER) TEAMS – (see National Mobilization Guide).

The Southern Area currently has no BAER Teams. All orders for BAER Teams will be placed through SACC into NICC.

22.9.10 WILDLAND FIRE PREVENTION AND EDUCATION TEAMS

Refer to Chapter 22 of the National Mobilization Guide.

Several Fire Prevention Team members have been identified in the Southern Area. Request for Teams will follow the dispatch channels. The following positions may be requested when ordering a team:

A. PETL - Prevention Team Leader.
B. THSP – Prevention Team Public Affairs Specialist or PIO1 or PIO2.
C. PETM – Prevention Team Member.

Team composition can be determined on a case-by-case basis to meet the needs of the assignment. Any agency-specific constraints or requirements should be specified at the time the order is placed. Once a team leader is identified, he or she will discuss the scope of the job with the ordering unit, and the size of the team order may be adjusted at that time.

22.9.11 WILDLAND FIRE AND AVIATION SAFETY TEAMS (FAST)

The Southern Area will utilize FAST Teams depending on the level of activity, the duration, and the dispersion of activity across the region.

22.9.12 AVIATION SAFETY ASSISTANCE TEAMS (ASAT)

Aviation Safety Assistance Teams (ASAT) enhance safety, efficiency and effectiveness of aviation operations. ASATs provide assistance to unit and aviation managers, flight crews and Incident Management Teams for increasing, on-going or declining incident aviation activity. Orders for ASATs will originate at SACC. If a team cannot be filled internally, it will be placed to NICC through the established ordering channels. The following configuration will be used when ordering an ASAT.

THSP – Safety Specialist
THSP – Fixed Wing Specialist
THSP – Helicopter Specialist
THSP – Aviation Manager Inspector
THSP – ASAT Trainee as identified by team leader.

Teams require 24 hours for mobilization.

During widespread fire aviation activity throughout the Southern Area, a centralized location for the formation, briefing, and debriefing of ASATs may be established. This shall be coordinated by SACC.

ASATs receive an assignment briefing with management concerns and/or issues identified in a letter delegating authority which establishes the roles of the team and its expectations. The teams will provide daily feedback to the person(s) identified in the delegation of authority. Teams will conduct an exit briefing and will provide a written report prior to demobilization.

22.9.13 SOUTHERN AREA FIRE ACCIDENT INVESTIGATION TEAMS

SACC will follow the following mobilization procedures for mobilizing a Southern Area Accident Investigation Team(s):

1. The Coordinator at SACC will Contact the Team Leader on the roster to check availability.
2. If the Team Leader of the first team on the list is not available the Coordinator will check with the other Team Leader.
3. Once a Team Leader is available SACC will mobilize that team. When the Team Leader accepts the assignment they will notify SACC if a Deputy Team Leader or Technical Specialists will be mobilized with the Team.
4. Each of the following positions will be filled with one person only as selected by the Team Leader:

    1. Team Leader
    2. Deputy Team Leader
    3. Chief Investigator
    4. Fire Operations
    5. Fire Safety Manager
    6. Documentation Specialist

It will be important for SACC to work closely with the Team Leader to ensure the necessary positions are filled for the Team.

The Team Leader will insure that the field unit has complied with Master Agreement provisions regarding Union notification.

22.10 INFRARED MAPPING TEAMS (IRMT)

An "Infrared Mapping Team" is a mobile team of two technical specialists trained to enter a wildfire incident with necessary handheld infrared (IR) camera, Global Positioning System (GPS), and peripheral support equipment, to perform fire and heat detection, feature location, monitoring, mapping and assessments. The team is capable of 1) producing accurate and current detailed maps of the incident, normally within one or two hours after the Team completes the survey and returns to peripheral support equipment; 2) identifying fire intensity and potential threats such as smolders which are often not visible with the naked eye; 3) optimizing placement of fire-line crews, support personnel and equipment in IR identified “hot spots”; 4) providing more efficient control line monitoring during mop-up

stages; and 5) providing resource damage assessment, incidental to the fire monitoring mission, that assists host agencies in subsequent timber salvage and habitat restoration effort.

The team is ordered through regular dispatch channels as part of the equipment (such as "Video Therm Infrared Camera with IRMT"), unless team members (or replacement team members) need to be ordered from a different unit than the equipment. In this case, each would be requested on an overhead order using the mnemonic "THSP-Infrared Mapping Team". SACC maintains a rotation and a list of team members as follows.

22.11 LAW ENFORCEMENT

The job titles for ground level security personnel working in the facilities and field security areas reflect the training and experience necessary to safely accomplish the job.

Security Specialist 1 (SEC1)

A. A Security Specialist 1 is a qualified Peace Officer, Law Enforcement Officer, or Commissioned Officer. Security Specialist Level 1 (SEC1), per the National Mobilization Guide, is authorized or equipped to make arrests or serve warrants and is agency certified.

B. Peace Officers, Law Enforcement Officer, and Commissioned Officers who fill the Security Specialist 1 position shall report to the incident with their defensive equipment. Defensive equipment shall be transported and carried in accordance with respective agency policies and ATA policies.

C. The following is a comparison of equivalent ratings amongst agencies. However, when actually ordering, ensure that the individual is certified at the level specified (for example, Security Specialist 1):

SEC1: USFS: Law Enforcement Officer
BIA: Commissioned Officers
NPS: Commissioned Officers
FWS: Refuge Officers

Security Specialist 2 (SEC1)

A. A Security Specialist 2 has, at a minimum, Forest Service Level 2 Enforcement Training and experience (or another agency's equivalent) and is skilled in recognizing actual and potential security problems.

B. Security Specialist 2 (SEC2) is not authorized or equipped to make arrests or serve warrants, but is agency certified.

The Southern Area MAC Group requires that Security Managers (SECM) who are supervising personnel with defensive equipment on Southern Area incidents be qualified to carry defensive equipment.

22.12 TECHNICAL SPECIALIST POSITIONS

A description of the actual position requirements must be included when ordering Technical Specialists.

22.13 HUMAN RESOURCE SPECIALIST – (The following is included for INFORMATION ONLY for Department of Interior Agencies):

A Human Resource Specialist will be assigned to incident base camps when 300 or more people have been assigned to the Incident. Incident Commanders should evaluate the need for the position in camps with less then 300 people.

Mobilization Center Managers will evaluate the need for the position in Mobilization Centers with less than 300 people.

The Human Resource Specialist is responsible for:

A. Monitoring for inappropriate behavior.

B. Providing awareness/education on expectations for mutual respect and a harassment free work environment.

C. Initiating corrective action to resolve and/or prevent problems.

D. Preparing reports on activities related to inappropriate practices or conditions through the Incident Commander and/or other regular lines of authority.

Matters that cannot be resolved during the incident will be relayed to the host Incident unit for final resolution.

22.14 NATIONAL FEDERATION OF FEDERAL EMPLOYEES (NFFE) UNION REPRESENTATIVE – (The following is included for INFORMATION ONLY for Department of Interior Agencies)

Article 28.2 of the Master Agreement between the Forest Service and the National Federation of Federal Employees (NFFE), Forest Service Council, states:

"Union officials or their designees have the right to represent bargaining unit employees at all incident camps. The Union may designate a sufficient number of representatives to assure up to 24-hour coverage, based on representational need, at any incident camp where Forest Service employees are present."

This right applies regardless of the size of the incident base. However, it is the responsibility of the Incident Commander to notify the Union Regional Vice President within 24 hours of the number of individuals assigned to a Forest Service incident camp reaching 300 or when there are 300 Forest Service employees assigned to an incident base camp on a non-Forest Service incident.

The need for an on site Union Representative(s) will be based upon anticipated or actual representational workload. If the Vice President for the National Forest System Region (Regional Vice President (RVP)) or designee determines a need to send a Union Representative(s) to an incident camp, he or she will contact the regional human resources director or designee. They will then notify SACC to make arrangements for dispatch of the specified Union representative(s) designated by the RVP or designee to the incident. When a Representative is dispatched, dispatch will be through the normal incident dispatch procedures. Initially, one Union representative may be dispatched. Based on anticipated or actual representational workload, additional Union representatives may be dispatched.

If no representative is dispatched to the incident, the NFFE Representative's or designee's name, telephone number, and e-mail address will be conspicuously posted at the incident camp.

Union Representative(s) will check in with the Incident Commander or designee on arrival and departure.

The NFFE Southern Area Regional Vice President designated representative in these matters is:

David Stamey	National Forests of North Carolina
Office:	828-837-5152, extension 106 or 107
Cellular:	828-421-2236
Residence:	828-389-3289

22.15 AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES (AFGE) UNION REPRESENTATION – (The following is included for INFORMATION ONLY for Department of Interior Agencies).

The Southern Area also includes the American Federation of Government Employees (AFGE) Union. Officers of AFGE Locals in the Southern Area have the right to represent all AFGE bargaining unit employees at all incident camps. The AFGE Union President or designee and the Forest Supervisor, or designee, will jointly determine the actual representation needed on a case-by-case basis.

When AFGE Union representation is determined to be appropriate, the Union will contact the Regional Employee Relations Officer, or designee, and notify the incident personnel (Incident Commander or Finance Chief) of dispatch and expected times of arrival of the designated AFGE Union Representative.

Upon request, State Coordination Centers will provide to the Union the names of all National Forest employees assigned, the location of the incident and names of the Incident Commander.

If requested by the AFGE Union, the Incident Commander will be notified of the name, electronic address and other contact information of the AFGE President or designee of AFGE Locals.

It shall be the responsibility of all National Forest employee bargaining unit members to know the telephone number and electronic addresses of appropriate Union Officials of AFGE Locals in the event an AFGE representative has not been assigned to the incident. Facilities will be made available to employees to contact the Union when needed.

AFGE Union Representative(s) will check in with the Finance Section Chief upon arrival at the incident and will inform the Finance Chief or Comptroller prior to departure.

22.16 AREA AVIATION COORDINATOR

Due to the high volume of aviation assets utilized in fire suppression in the Southern Area, the establishment of an Area Aviation Coordinator within the GACC has proved to be efficient and successful. The Area Aviation Coordinator is a Technical Specialist

position assigned to the Southern Area Coordination Center. The Southern Area Coordinator may activate an Aviation Coordinator when:

A. A MAC group is in place locally or at the Southern Area Coordination Center.
B. Large incidents in close proximity (no Area Command Team in place).
C. Heavy, long-term initial or extended attack where a large number of aircraft are stationed within the Southern Area for an extended period of time.

The Southern Area Aviation Coordinator will serve as an aviation advisor to the Southern Area MAC, individual Agency Aviation Officers, Incident Air Operations Branch Directors, Frequency Coordinators, Airspace Coordinators, aviation safety specialists and State Coordination Center Managers, as well as the SACC Coordinator and SACC Aviation Coordinator. Significant coordination will also occur with the initial attack and Expanded Dispatch organization(s). Frequent consultation, in the form of meetings or conference calls, will occur daily.

Minimum ICS qualification for an Area Aviation Coordinator is Air Operations Branch Director. It is recommended, due to the heavy involvement of the individual with the dispatch organizations, that he/she have a working knowledge and/or past experience in dispatch or logistics.

Oversight and Monitoring – The Area Aviation Coordinator will monitor incident aviation activities, costs, efficiency, and safety. Provide advice to Incident Management Teams, State Coordination Centers, etc. concerning areas where costs could be reduced, and the effectiveness of assigned air resources and overall safety increased. Ensures agency rules, regulations, and safety procedures are adhered to by all parties.

Assess the overall effectiveness of safety and management at various organizational levels and recommends changes when needed.

Planning and Intelligence – As necessary, may provide incidents, local initial attack forces, and other interested parties with an Area Aviation Standard Operating Plan that outlines the procedures and specifics of the area aviation operation. May assist the Southern Area Coordinator or MAC in coordinating infrared imagery priorities.

Analyses complex aviation issues and develops solutions which meet agency needs in the most timely and safe manner possible. Recognizes at all times the inherently complex nature of aviation in the Southern Geographic Area considering the numbers and types of aircraft available to local units and the distance of many National resources. Serves as an integrator of capabilities.

Allocation of Aviation Resources – Advises the Southern Area Coordinator and MAC in the allocation of air and ground-based aviation resources according to objectives and priorities, as well as aviation safety considerations.

Coordination of Inter-Incident Movement of Aircraft – When aircraft are being moved from one incident to another, either permanently or on a shared basis, coordinates such movement, ensuring that flight following procedures, frequencies, hazards, and contacts are known to all pilots and all involved State Coordination Centers.

Coordination with Initial Attack – Establishes daily conference calls, as needed, with State Coordination Center Aircraft Dispatch personnel, initial attack aircraft bases, pilots, etc. to ensure that procedures are in place and understood for aviation activities. Communicates SACC Coordinator and MAC priorities and long-range plans.

Frequency and Communication Coordination – Works with Incident AOBD's, Regional Telecommunications Specialist, and Southern Area Frequency Coordinator (if position is activated) to establish coordinated aviation frequency plan. Ensures this information is disseminated to all incidents as well as State Coordination Centers.

Airspace Coordination – works with State Coordination Centers to ensure that Temporary Flight Restrictions (TFRs) are in place, coordinated and do not overlap. Coordinates with Airspace Coordinator, if one is activated, at SACC.

Coordination of Aviation Safety and Technical Assistance Teams (ASTATs) - Coordinates the scheduling and movement of ASTATs among incidents. Ensures ASTATs provide feedback to incident's command and aviation staffs. Takes action to correct safety problems as necessary. Keeps SACC Coordinator and MAC Group informed of ASTAT findings.

Administration – May assist the incidents by coordinating with Contracting Officers, the Regional Aviation Officers, and vendors concerning a variety of issues, (for example, contract issues and contract interpretation).

22.17 AIRSPACE COORDINATOR

An Airspace Coordinator is a Technical Specialist position. The position may function at either the local or Coordination Center level. The Southern Area Coordinator will activate the position at SACC when aviation activity warrants.

22.18 INCIDENT BUSINESS ADVISORS (IAB1, IAB2, IAB3)

Incident Business Advisors (IBA1, IBA2, IBA3) work under the direction of Line Officers or their designated representatives. When the decision is made to order the

position, the Resource Order will be placed with SACC. SACC will utilize the list of qualified IBA's. If unable to fill requests from the list, SACC will contact the Geographical Incident Business Coordinator, USFS (404-909-0262), for assistance in filling the request.

23 EQUIPMENT/SUPPLIES

The Southern Area Interagency Incident Cache Support (SAK) at London, Kentucky, is a National Interagency Fire Cache, which is used as a back up for supplies and equipment for interagency use. SAK is designed for stocking supplies and equipment for an emergency force of 2,500 people at one time. Please see Chapter 50 for telephone numbers.

Each unit will compile a consolidated inventory of "critical" supply items maintained to NFES standards to support the fire supply system. These local inventory lists will be sent to the SIFC Manager by April 1 each year.

23.1 MOBILIZATION – (see National Mobilization Guide).

23.2 DEMOBILIZATION – (see National Mobilization Guide).

23.3 NATIONAL INTERAGENCY SUPPORT CACHE ORDERING PROCEDURES – (see National Mobilization Guide).

SOUTHERN AREA INTERAGENCY FIRE CACHE ORDERING PROCEDURES.

1. Emergency vs. Non-Emergency Orders.

Fires and other emergency incidents will take priority over non-emergency orders. **GSA (General Services Administration) is a primary source for non-emergency fire supplies and equipment.** SAK is the primary source for emergency supplies and equipment.

2. NFES Cache Orders.

It is essential that cache items be dispatched accurately and rapidly to meet emergency needs. The primary objective is to get the proper items in the correct amounts to the right place by the time specified by the ordering office.

All orders for equipment and supplies will be documented on a Resource Order form. All orders for NFES supplies or equipment must reference the NFES number and the unit of issue (e.g. EA, PG, LG, BX, PR, etc.).

All units within the Southern Area must place NFES resource orders through State Coordination Centers; they will assign appropriate agency accounting

information and ensure the order includes proper NFES numbers, unit of issue, and a complete **ship to street address with zip code**.

3. Supply Orders.

Beginning 2006 orders for NFES cache supplies will be placed on supply orders, cache vans, ATMU and REMS units. The 4000 series of radios will **not** be ordered under supplies, orders for radios will be done as equipment since Spring 2006. **Radio Kits and Cache Vans will all be ordered through SACC, no exceptions.** All other supply orders will be placed to SAK through the appropriate State Coordination Center with the exception of Southern Area IMT's or out of region Type 1 Teams***.** If SAK does not carry (or is temporarily out of) an item, SAK will order it from another national fire cache and forward fill and shipping information to the ordering center.

*****This may be re-evaluated depending on number of Type 1 IMT's assigned within the Southern Area.

Those units placing orders for NFES kits are advised to check the kit contents in the NFES catalog. Some kits automatically come with a variety of related items that are necessary or supplemental to the basic operation of the kit. Other kits do not come with these supplemental items. For example, when a Mark III Pump Kit is ordered, each kit shipped will contain, a gas can, a spanner wrench and many other necessary and supplemental items that may be needed to operate the pump. However, items like fire hose and a Mop-Up Kit do not come with the Mark III Pump Kit, and if needed, must be ordered separately.

4. Non-NFES Orders.

Orders for non-NFES equipment and supplies (e.g. portable toilets, plywood, etc.) should be purchased locally or obtained from other sources within the state where the incident is located. **These orders should not be placed with SACC or SAK**.

5. Restock Orders.

Incident replacement or restock of items that were consumed or rendered unserviceable on an incident (e.g.: personal protective equipment, canteens, hose, valves, and other routine items) should be handled before leaving the incident or unit on which the incident occurred.

If there is insufficient time for the Supply Unit to obtain replacement requests before demob of the resource, an Incident Replacement Requisition (NFES 1300) will be completed and forwarded to SAK (please see Sections 23.3.4 and 23.3.5 of the National Interagency Mobilization Guide). If such an order is for sensitive or capitalized equipment, the item(s) must be replaced by Procurement in accordance with Procurement regulations. These items cannot and will not be replaced by SAK. It must also reference the original resource order on which it was sent to the incident, or some other supporting documentation for Procurement.

Routine restock orders can and should be ordered directly from GSA (or from the manufacturer or supplier of the item) on a requisition or purchase order.

All Forest Service Restock Orders, regardless of source (interagency cache system or GSA) must be approved by the Fire Management Staff Officer before being submitted.

6. Returns.

To avoid delays in reconditioning and re-issuing of supplies and equipment, all reusable items should be returned directly to SAK as soon as the need has passed. Flammable or explosive substances (e.g.: fusees, smoke grenades, water gel grenades, plastic sphere aerial ignition devices etc.) should not be returned from an incident to SAK if the original shipping container has been opened. Receiving units should not retain equipment for anticipated needs unless advance arrangements have been made with SACC. Supplies and equipment being returned should be manifested prior to shipment, and a copy sent through ordering channels to SAK.

All equipment being returned will be tracked on the Resource Order and returning unit will notify SACC of release and shipping information (i.e.: shipping mode, date shipped and ETA). If returned by mail or commercial shipper, release information must also include a GBL (Government Bill of Lading) number, a tracking number (e.g.: certified mail, UPS, air bill or pro-number), and the number of pieces shipped.

Units returning equipment or supplies by commercial carrier or by their own transportation should route the shipment to:

USDA Forest Service
Southern Area Interagency Incident Support Cache
788 Sublimity School Road
London, KY 40744
Phone: 606-878-7430 ext. 0

In the case of very large and long-duration incidents, SACC may direct the incident management team to return supply items to caches other than SAK.

After use on an incident, all radio equipment should be returned to the National Incident Radio Support Cache (NIRSC) at NIFC for refurbishment and return to the cache system. Return radio equipment to:

National Incident Radio Support Cache
3833 South Development Avenue
Boise, ID 83705

Region 8 Command Tactical Kits (#7025) should be returned to SAK:

USDA Forest Service
Southern Area Interagency Incident Support Cache
788 Sublimity School Road
London, KY 40744
Phone: 606-878-7430 ext. 0

The level of Area/National fire activity and competition for these resources will dictate which shipping method to use to return radio equipment for refurbishment (air freight, ground freight, etc.). The returning unit should contact SAK for direction on method of shipment. It is especially important to relay GBL numbers, tracking numbers and other release information when returning radio equipment so these resources can be tracked.

Purchases of equipment and supplies by Buying Teams, Administrative Payment Teams, or Procurement Units for fire suppression should conform as closely as possible to NFES standards. Equipment and supplies purchased with Forest Service wildland fire suppression funds (WFSU), which are not provided through the NFES cache system, or which do not replace property lost or damaged during a fire, shall be placed into the fire supply system after the "fire season" (FSM 5161.46).

7. Extended Duration Incidents.

If an ordering office anticipates needing items longer than 30 days, this should be specified at the time of order, or within 30 days of the ordering date, so that SAK will not initiate billing procedures. Completed orders for equipment and supplies will be billed to the ordering unit after 30 days if the stock has not been returned to the cache. Prompt return of equipment to SAK is essential to return it to service.

8. Ordering Publications And Forms.

SIFC keeps in stock a limited supply of publications and ICS forms. **Orders for publications or forms that are not charged to an incident, but to another account (such as training) should NOT be ordered through SAK.** Rather, a requisition or purchase order should be submitted to the Great Basin Fire Cache in Boise. This can be sent by fax (please see the NFES catalog, Part 2 "Ordering From This Catalog" for instructions).

9. Ordering Supplies from GSA.

Supply orders that do not need immediate response should be placed with GSA. The GSA Wildfire Protection Equipment and Supplies catalog is issued annually and lists most items used in wildfire suppression. To obtain a copy of the catalog, call 817-334-5215. GSA Requisition Management Centers are located at:

Fort Worth, TX	817-334-2051
Auburn, WA (non-fire supplies only)	206-931-7031/7037
Stockton, CA	415-974-9101
Kansas City, MO	816-926-7315

For more information, please refer to the GSA Catalog.

10. NFES Catalog.

The National Equipment and Supply (NFES) catalog lists cache items and kits that are stocked throughout the country at the eleven NFES caches. The catalog is published annually, and can be obtained by ordering NFES 0362.

The NFES catalog is not all-inclusive of items or support that can be obtained from SAK. Items in the SAK inventory and are not available at other NFES caches are shown below:

Non-Standard Area-Specific Items

NFES #	DESCRIPTION	UNIT OF ISSUE
7000	MIST BLOWER	EA
7005	FAX MACHINE	EA
7010	VAN, MOBILE CACHE SUPPORT	EA
7021	KIT, BIOHAZARD SAFETY	KT

11. Property Accountability.

Identification numbers for all trackable property (see Section 74) will be recorded on the Resource Order form or the Issue Document from the Fire Cache. If any supplies or equipment are lost or damaged, the Incident will provide the Fire Cache with a completed AD-112 Report of Unserviceable, Lost or Damaged Property. Copies of the accounting form(s) (Issue Report) will be signed at the final destination, and one (1) copy returned to the appropriate fire cache.

The Logistics Section will handle property accountability on incidents. Documentation will be on the Resource Order, Equipment Requisition and receipt, or property accounting forms AD-107 and AD-112, as appropriate.

It is the responsibility of the Interagency Incident Command Team to turn accountability over to the local unit organization prior to leaving the incident.

12. Fire Loss/Use Accountability.

The Cache Manager serving a Type I or II incident will provide the particular unit with a Fire Loss/Use Report within 60 days after an incident returns to local management. This report shall include all information on equipment and supplies furnished by any NFES cache.

All items stocked by NFES Caches are categorized as trackable, durable, or consumable for accountability purposes. These categories are defined below and in the NFES Catalog:

Trackable Items: Those items that a cache may track due to dollar value, sensitive property classification, limited quantities available or other criteria set by each geographic area cache. Trackable items are usually engraved or tagged with a cache identification number. These items must be returned to the issuing cache at the end of the incident use, or documentation must be provided to the issuing cache in the form of a Property Loss/Damage Report, OF-289 (NFES 1864). All trackable items are also considered durable. 100% accountability is expected of trackable items.

Durable Items: Those cache items considered to have a useful life expectancy greater than one incident. High percentages of return for these items are expected. These items are not specifically cache-identified/tagged/engraved. Acceptable loss tolerance/use rates for durable goods have been established. Examples of durable items are: tents, heaters, lanterns, tables, hose, tools, sleeping bags, and personal protection equipment.

Consumable Items: Those items that are expected to be consumed during incident use. Consumable items returned in serviceable condition are credited to the incident. No loss tolerance/use rate percentages have been established. Examples of consumable items are: batteries, gloves, plastic canteens, cubitainers, forms, MREs, etc.

The individual unit is responsible for:

- Receiving equipment and supplies issued from the NFES fire cache inventory;
- Returning fire cache items to the NFES fire cache upon completion of the incident in accordance with established return policies;
- Accounting for lost or damaged equipment; and
- Ensuring that reviews of fire loss/use rates are conducted, follow-up investigations are made, and actions are taken.

For more information, please refer to Forest Service Manual 5160.43 and 5161.45 and Department of Interior Instruction Manual #93-2029 (1993).

13. Guidelines for Sources of Service and Supply Plan.

To provide ready reference and guidelines to follow when securing supplies, services, and equipment for incidents, procurement of supplies shall be done at the local level to the extent that is practical and economical. Each unit shall maintain, as part of their service and supply plan, a listing of the local sources and 24-hour contacts for supplies, services and equipment.

23.4 NATIONAL INCIDENT RADIO SUPPORT CACHE (NIRSC)

A. Radio Systems

1. Southern Area Radio Systems.

SAK has nine NFES 4381K Command/Tactical Radio Kits (they are tracked by the Regional cache number NFES 7025), with 16 programmable (King) portable radios per kit, for use on incidents. These are designed to be programmed by a qualified radio technician on the incident. After each use, these R-8 Command/Tactical Radio Kits will be returned to SAK for inspection before refurbishment.

2. National Radio Systems.

Two starter systems (NFES 4390 ICS Command/Logistics Radio System) are prepositioned at SAK. These systems will be returned to NIRSC at NIFC after each use, and whenever necessary, for refurbishment and inspection. Any additional starter systems or individual kits will be ordered on an as-needed basis by SACC from NICC.

All maintenance and repair of "National" radio kits (e.g.: Starter Systems, Command Tactical Radio kits, Ground Aircraft Radio/Link kits, L-Band Satellite Systems, etc.) is done at NIRSC. Unless SACC gives instructions otherwise, any NIRSC kit that has been opened, regardless of the length of usage, should be returned to NIFC for refurbishment. **Used batteries, or any 7.5 volt or 9 volt batteries, should be pulled from kits prior to being mailed to NIFC (the incident will be charged for these batteries whether they are returned to NIFC or not).** As with all resources, NIRSC equipment must be identified in the demobilization plan at an incident, and its release tracked through the resource ordering system.

23.5 ATOMSPHERIC THEODOLITE METEOROLOGICAL UNIT, (ATMU) NFES 1836

ATMUs will be requested on a Supply order through established ordering channels. Mobilization of ATMUs is not automatic. They will be mobilized only upon request from the Incident Meteorologist. Geographic Areas unable to fill ATMU requests internally, will place the request with NICC. NICC coordinates filling the request with the NWS at Boise. ATMU's are National Resources. At

Preparedness Levels 4 and 5, all requests for ATMUs will be processed through NICC.

The NWS will coordinate the assignment of ATMUs for all mobilizations. An ATMU (NFES# 1836) is normally ordered as an equipment request, in conjunction with an overhead request for an Incident Meteorologist (IMET), to provide on-site weather observation and forecasting services.

A request for an ATMU should originate at an incident and be passed through a State Coordination Center to SACC. SACC will then typically contact the Southern Area Coordination Center Fire Weather Program Manager, who will locate the closest available ATMU to the incident. If an ATMU prepositioned at SAK (NFES# 1836) is closest, SACC will place the order with SAK, which will ship it to the incident. If another ATMU is closest, SACC will generally place the order with NICC. When the SAK ATMU is released from an incident, it should be shipped to:

Southern Area Interagency Incident Support Cache
788 Sublimity School Road
London, KY 40744

The release information should be passed through normal dispatch channels.

Additionally, a "Remote Environmental Micro System (REMS)" (NFES #5800) should be ordered by the incident whenever an ATMU is ordered. The REMS is basically a small weather station contained in one box. One or more REMS units will normally be pre-positioned at SIFC from February through November. REMS units should be demobilized to NIFC for refurbishment. See also, Chapter 70.

23.5.1 FIRE REMOTE AUTOMATIC WEATHER STATIONS, (FRWS) NFES 5869

Requests for FRWS will be placed with NICC through established ordering channels on a Supply order. All necessary FRWS technicians, vehicles, or air transportation required for mobilization and demobilization will be provided by NIFC. Upon release from the incident, the FRWS will be returned to NIFC. (See National Mob Guide).

23.5.2 PROJECT REMOTE AUTOMATIC WEATHER STATIONS, (PRWS) NFES 5870

Requests for PRWS will be placed with NICC through established ordering channels on a Supply order. The PRWS will be configured for the specific project prior to the mobilization. The requesting agency must contact the NIFC Remote Sensing Fire Weather Support Office at 208-387-5726 prior to ordering to determine the PRWS configuration. All necessary PRWS technicians, vehicles, or air transportation required for mobilization and demobilization will be provided by NIFC. Upon release from the project, the PRWS will be returned to NIFC.

23.6 NATIONAL CONTRACT MOBILE FOOD SERVICE AND SHOWER FACILITIES UNITS – (See Chapter 23 of the National Mobilization Guide).

See Chapter 23 of the National Mobilization Guide for additional information concerning the procedures for mobilization of contract mobile food service and shower facilities.

For further information, please consult the National Mobile Food Service contract, the Southern Area Coordinator, the Equipment Section-NICC, Forest Service Contracting-NIFC, or the Boise National Forest.

The Interagency Mobile Food Service and Shower Facilities documents (NFES 1276 and NFES 2729) can be found on the following web site:

www.nifc.gov/contracting

The Cherokee National Forest has negotiated an Emergency Equipment Rental Agreement (EERA) with the "House of Ribs" in Johnson City, TN for mobile food service in the Southern Area.

The Daniel Boone NF has negotiated and EERA with "Bush Fire Services, Inc." in London, KY for mobile shower services. Orders for these services will need to be placed with the Kentucky Interagency Coordination Center (KY-KIC). Some of the shower units are under a National Contract. Contact SACC for further information on specifications and availability.

At this time the following equipment is under agreement:

Equipment	Number of Shower Heads	Additional Information
Mobile Shower	10 Heads	7 Male / 3 Female

Trailer		
Mobile Shower Trailer	11 Heads	8 Male / 3 Female
Mobile Shower Trailer	8 Heads	All Individually Enclosed

23.7 NATIONAL MOBILE COMMISSARY SERVICES – (see Chapter 23 of the National Mobilization Guide).

23.8 CONTRACT ENGINES – (see Chapter 23 of the National Mobilization Guide).

State Coordination Centers and SACC will make a reasonable effort to fill equipment requests with agency resources before filling with private contract equipment, while meeting the "time needed" specified on the resource order.

Specify "agency only" on the resource order if private contract equipment would not be acceptable.

23.8 EQUIPMENT & SUPPLIES - SPECIAL INFORMATION

Mobile Cache Support Vans.

The Southern Area maintains up to eight cache vans, which are positioned at London, KY for the purpose of providing tools and supplies during the initial shifts of a large fire mobilization. Cache vans can be ordered by an incident, in which case, SACC will coordinate with SAK to determine the appropriate van to move. It is the responsibility of the hosting incident to place the order for the cache vans as requested by the IC.

A "Cache Demob Specialist" (CDSP) should be ordered by the incident whenever a cache van is mobilized to an incident. This person will assist the Incident Management Team in packaging and manifesting supply and equipment for backhaul, and to ensure that Hazardous Materials Regulations are followed.

Once a van has been opened and its inventory depleted or the incident is demobed, the van will be returned to SAK for proper refurbishment.

Each cache van contains a standard inventory specific for the Southern Area (see Chapter 70 for a list of contents).

23.10 PORTABLE RETARDANT PLANTS

The Southern Area maintains portable retardant plants (PAB) (NFES 7028) designated "7028-01 and 7028-02", which are contained in vans, and which can be prepositioned or moved to support incidents based on priorities determined by the Southern Area Coordinator and the Region 8 Emergency Operations Officer. The Southern Area Coordination Center (SACC) is the only authority to move the portable retardant plants.

ALL ORDERS OR REQUESTS FOR THE PORTABLE RETARDANT PLANTS MUST BE PROCESSED THROUGH THE SOUTHERN AREA COORDINATION CENTER ON AN EQUIPMENT RESOURCE ORDER.

Some basic logistics must be in place, or on order, before the equipment and personnel are on the base and the plant can be put into operation. The following should be considered:

- Site at the airport with space for the plant, retardant, and aircraft
- Adequate fresh water supply
- Forklift (minimum 2000 pound)
- Procurement support
- Ground support
- Meal and lodging for base personnel
- Operations facility (building, office trailer, sanitary facilities, flight crew rest, etc)
- Telephone communications (minimum of 3 lines) with a fax machine
- Radio communications (air-to-ground and ICOM)
- Retardant for initial start-up
- Dry storage for retardant or appropriate covers

The number of personnel needed to operate the plant will depend on the number of airtankers to be serviced and the expected workload. The minimum recommended staffing to support the operation is as follows:

One Airtanker	**More than 1 Airtanker**
1 Airtanker Base Manager	1 Airtanker Base Manager
2 Mix-masters	4 Mix-masters
1 Forklift Operator (licensed)	1 Forklift Operator licensed)
2 Pump Operators	2 Pump Operators
1 Parking Tender/ Ramp Manager	1 Parking Tender/ Ramp Mgr
	1 Aircraft Time Recorder
	1 Support Dispatcher

23.10.1 RETARDANT ORDERING

All retardant orders shall be placed through the State Coordination Centers that manage the permanent airtanker bases. They are responsible for maintaining the inventory in the zones and have the Contract Authority for the order.

23.10.2 DEMOBILIZATION OR RELEASE

The portable retardant plant equipment is sensitive to corrosion from residual retardant and must be properly cleaned, packaged, stored and reloaded in the van prior to the release of the supporting organization. **This is the responsibility of the requesting unit and the Airtanker Base Manager.** It is strongly recommended that the Airtanker Base support organization not be released until the equipment is properly cleaned, dried, packaged, and loaded on the van. All equipment damaged, lost, or requiring repairs must be identified and isolated at the rear of the van with a list of the items furnished to SACC. **THE PORTABLE AIRTANKER BASE MUST BE RELEASED TO THE SOUTHERN AREA COORDINATION CENTER (SACC) AND MOVED TO THE LOCATION SPECIFIED BY THEM.**

Unused retardant may be held by the requesting unit if proper dry storage facilities are available with the concurrence of SACC**.** If the unused retardant is to be released by the requesting unit it will be released to the appropriate **Permanent Airtanker Coordination Center and shipped to the location designated by them.**

23.11 WATER-HANDLING VAN

The Southern Area Coordination Center (SACC) through the Southern Interagency Fire Center (SAK) maintains one Water Handling Van (NFES 7027). See Chapter 70 for contents.

ALL ORDERS OR REQUESTS FOR THE WATER HANDLING VAN MUST BE PROCESSED THROUGH SACC ON A SUPPLY ORDER. THE COORDINATOR ON DUTY MUST BE NOTIFIED BY THE EQUIPMENT DESK WHEN COMMITMENT, MOB OR DEMOB OCCURS, WHO IN TURN WILL ADVISE THE SACC COORDINATOR.

23.11.1 INVENTORY CONTROL

The water handling van inventory is included in Chapter 70 of this mobilization guide. The requesting unit is responsible for control and monitoring of the inventory. All non-consumable items in the van must be inventoried with appropriate documentation of shortages prior to the release of the equipment from the requesting unit.

23.11.2 DEMOBILIZATION OR RELEASE

The water handling van equipment is sensitive to corrosion or deterioration if not properly cleaned and dried prior to storage and must be properly cleaned, dried, packaged, and stored prior to the release of the equipment. **This is the responsibility of the requesting unless authorized differently by the SAK Manager and the SACC Coordinator.**

23.12 ENGINES, TRACTOR PLOWS AND WATER TENDERS

The following principles and guidelines are set forth to establish some consistency within the Southern Area with regard to the hiring, dispatching and use of private sector engines and water tenders. These principles and guidelines are established with the following objectives:

1. Promote the use of closest forces.
2. Promote the cost effective use of agency and private sector resources.
3. Ensure that the necessary preseason work is accomplished to facilitate efficient use of private resources during fires.

The guiding principles in dispatching engines and water tenders to an incident is the use of the closest forces concept. If agency resources (Federal, State, County, etc.) have been exhausted within the local area, it is prudent to utilize contract resources in lieu of placing orders through the dispatch channels and mobilizing resources from further distances. For the purpose of engine and water tender dispatching, “local area” is defined as the geographic area serviced by a State Coordination Center, plus adjacent areas with which local agencies have written agreements.

The importance of local Service and Supply Plans cannot be overstated. These plans need to be completed prior to the onset of the season and there should be multiple copies available for local dispatch centers, the Southern Area Coordination Center, expanded dispatch and incoming Buying Teams. Every effort should be expended to ensure the maximum number of vendors with the appropriate types of equipment are signed up on preseason EERA’s.

23.13 INFRARED DEVICES

There are several types of handheld infrared (IR) devices in use on units in the Southern Area that are used for locating hot areas on wildfires. These are ordered through regular dispatch channels, and are generally mobilized with a qualified operator. An ordering unit can order an "infrared camera", or a specific type of camera (e.g.: "Infrared camera with operator", "Xedar with operator"; "Video Therm with operator", "EEV with operator", etc.).

Using infrared equipment and GPS, data can be gathered in the field on an incident and then downloaded at the incident base to produce maps showing fire control lines and various feature attributes at any scale (access roads, drop points, water sources, jurisdictional boundaries, structures, etc.). If an infrared videotape of the incident is desired, this should be specified at the time of order so the team will bring the equipment necessary to have this capability. Team members are responsible for bringing a GPS unit and a laptop computer with them to the incident. If the incident wishes only GPS mapping, any fully qualified team member can be ordered with a GPS unit and plotter as a single resource. If the incident does not wish to have GPS mapping capabilities, any listed team member can be ordered with a camera as a single resource. In this case, each would be requested on an overhead order using the mnemonic "THSP-Infrared Mapping Team". SACC maintains a list of team members. See 64.5.

An Infrared Mapping Team (IRMT) is a mobile team of two technical specialists trained to enter a wildfire incident with the necessary handheld infrared camera, Global Positioning System (GPS), and peripheral support equipment to perform fire and heat detection, feature location, monitoring, mapping and assessment. The Team is capable of 1) producing accurate and current detailed maps of the incident, normally within one or two hours after the Team completes the survey and returns to peripheral support equipment; 2) identifying fire intensity and potential threats such as smolders which are often not visible with the naked eye; 3) optimizing placement of fireline crews, support personnel and equipment in IR identified "hot spots"; 4) providing more efficient control line monitoring during mop-up stages; and 5) providing resource damage assessment, incidental to the fire monitoring mission, that assists host agencies in subsequent timber salvage and habitat restoration effort.

Handheld infrared cameras and all peripheral equipment are ordered through the regular dispatch channels. If an order comes in for equipment only, SACC should require the equipment to be shipped with operators, unless team members (or replacement team members) need to be ordered from a different unit than the equipment. When an order for an IRMT is placed, SACC should name request one fully qualified team member along with one trainee/assistant. SACC should then order one of the cameras and one of

the plotters, e.g. "Infrared camera with IRMT", "Video Therm with IRMT", listed in Chapter 70.

23.14 FIRELINE EXPLOSIVES

Several types of fireline explosives are used in wildfire suppression. Some, like primacord, may be available from fire caches. Others, such as veripistol rounds, may have to be ordered from the manufacturer, or from the military.

All such devices require careful shipping and handling. The FAA defines them as hazardous explosives, and as such may not be shipped commercially by air. They may be shipped via government aircraft, or charter, with the pilot's permission, and provided that no passengers that are unnecessary for the completion of the mission are on board the aircraft.

Forest Service regulations require that fireline explosives be loaded, accompanied, and unloaded by a certified blaster.

The Department of the Interior (DOI) requires that the explosives be packaged and prepared for shipping by a person licensed, trained or approved in the handling of explosives, or that the explosives be shipped in their original, undamaged, DOT approved containers. Explosives must be shipped under the control or direction of a person approved, trained or licensed by a Bureau in the handling or shipping of explosives.

The DOI specifies that only those personnel required for the safe completion of the mission be allowed to ride on aircraft carrying fireline explosives.

For further information, please contact the Southern Area Coordinator, or the Equipment Section-NICC. In addition, consult the U.S. Forest Service Manual part 5716.12c, or Department of the Interior Manual part 351 DM Chapter 8.

23.15 MEDICAL SUPPLIES

SAK maintains 100 person First Aide kits for use on large incidents by qualified EMTs or Paramedics (NFES 1760). These kits should be secured at all times, and must be obtained and accompanied by a Medical Unit Leader authorized.

23.16 FOLDA-TANKS

See Southern Area Mobilization Guide, Chapter 70 for listing of units that have fold-a-tanks.

23.17 HAZARDOUS MATERIALS

The items on the following list are normally shipped within the NFES fire cache system. These items are considered restricted/hazardous by either 49 CFR or specific carriers. The Departments of the Interior and Agriculture have exemptions that allow them to transport these items by air in support of fire activity. However, these exemptions apply only to remote landing sites, not airport to airport. Commercial airlines do not have these exemptions, and may or may not allow shipment. In all cases, the airline and pilot must be advised that they are being asked to carry items that are considered either restricted or hazardous, and may refuse to ship them.

Ground transport of hazardous materials is regulated by the U. S. Department of Transportation (DOT) and individual states' DOT's. The following list is not meant to be inclusive or unchanging. If in doubt, consult the instructions given on the original package of the item. Flammable or explosive substances (e.g.: fusees, smoke grenades, water gel grenades, plastic sphere aerial ignition devices etc.) should not be returned from an incident to SIFC if the original shipping container has been opened.

It is suggested that the local unit Hazardous Materials Coordinator/Specialist be involved in any large and long duration incident. Cache Demobilization Specialists (CDSP) are also trained in Hazardous Materials regulations and procedures and should be ordered to assist Incident Management Teams handle hazardous materials. For more information, please consult the Hazardous Materials Table, U.S. Forest Service Manual part 5716.12c, or BLM Manual part 351 DM, Chapter 8.

HAZARDOUS MATERIALS

NFES #	ITEM
0105	Fusee, fire starter
0125	Lantern, gas
0307	Extinguisher, fire 40 BC
0319	Extinguisher, fire 30 BC
0491	Cylinder, propane, 5 gallon
1361	Fuel, white gas

HAZARDOUS MATERIALS IN KITS

NFES #	ITEM
0270	Air Operations Kit
0480	Coffee, Heating Kit
0520	Helicopter Support Kit
1835	Field First Aid Station, 500+ Person Kit

The following also contain hazardous/restricted items:

- Retardant plants
- Fusee launcher kits
- Fire weather forecaster kits
- 100 unit incident camp kit

*** This list is not all inclusive, some items used for all-hazard incidents may not be listed above**.

23.20 SOUTHERN AREA KIT CONTENTS

See Southern Area Mobilization Guide, Chapter 70 for contents of all kits, bases, and cache vans.

24 AIRCRAFT

24.1 MOBILIZATION

The following criteria will be used when ordering aircraft: Note: (This information is found in Chapter 24, Aircraft; Section 24.1 of the National Interagency Mobilization Guide):

A. Airtankers: Loaded or empty (two hour maximum flight when loaded).

B. Timeliness.

C. Cost Effectiveness.

D. Performance specifications for density altitude/high altitude operations.

E. Carded for local use or interagency use.

F. Special applications such as; special-use flights, de-icing equipment, weather related instrumentation, pressurization etc.

24.1.1 AIRCRAFT SOURCES

Sources for aircraft in the Southern Area include agency aircraft, local exclusive use contract fixed wing and rotor wing aircraft, local Call When Needed (CWN) contract fixed wing and rotor wing aircraft, National Business Center Aviation Management (AMD) Aircraft Rental Agreement (ARA) aircraft, and National CWN Contract Type I and Type II Helicopters and National Contract Airtankers.

24.1.2 CARDING/APPROVALS

All aircraft and pilots must be approved and carded by either Aviation Management (AMD – formerly OAS) or USFS. Aircraft and pilots requiring "special use" endorsement require inspection by a USFS or AMD authorized inspector.

24.1.3 AIRCRAFT SELECTION FACTORS

A. Day/Night. A twin-engine aircraft is required whenever a passenger flight will be flown within the period beginning 30 minutes after legal sunset until 30 minutes before legal sunrise.

B. Instrument Flight Rules (IFR)/Visual Flight Rules (VFR). A twin engine IFR approved aircraft is required whenever the flight will be in or is expected to be in IFR conditions. One pilot and a functioning autopilot or two pilots are required for IFR flights.

C. Passenger & Baggage Weight. Be sure the aircraft has the weight capacity for the passengers, luggage or other material being transported. It is important to remember that weight is the limiting factor, not the number of passenger seats.

D. Aircraft Speed. Check the schedules of the passengers to insure they can arrive on time in the aircraft selected. Generally aircraft speed isn't too important in short trips but becomes more important in long trips.

E. Airports. Are the airports used in the flight suitable for the aircraft? Are the runways of adequate length? Is there fuel available for the aircraft? Will the elevation and air temperature of the airport affect the performance of the aircraft (density altitude)?

F. Cost. A cost analysis must be completed for administrative flights. Normally this involves a comparison between commercial flights and agency owned aircraft but could involve a comparison between the various costs of charter aircraft.

G. Carding. Is the pilot and the aircraft carded for the intended purpose of the flight?

24.2 DEMOBILIZATION (see National Mobilization Guide).

24.3 FLIGHT MANAGEMENT PROCEDURES

24.3.1 DEFINITIONS

A. Chief of Party (COP). The person designated responsibility for all personnel assigned on a flight manifest until the destination is reached. The sending dispatcher supervises the position. Duties of the COP are outlined in Chapter 60, Section 67 of the National Interagency Mobilization Guide and section 24.3.6 below.

B. Flight Categories. There are two major categories of flight used by the agencies; "Point to Point" and "Special Use".

1. **Point to Point Flight -** A flight that typically originates at one developed airport/heliport, with the flight route being directly to another developed airport/heliport with no work performed in the air or a combination of in the air and on the ground. Point-to-Point flight may be administrative or non-administrative:

a. **Administrative Flight -** Point to point flights that are not mission oriented or tactical in nature. They do not require the use of a resource order and typically involve the transport of people and/or cargo in the conduct of normal agency business.

b. **Non-Administrative Flight** - Point to point flights conducted solely to transport people and/or cargo as a result of a resource order. These typically involve logistical movements of aircraft, overhead, crews, equipment and supplies. These flights can be emergency in nature e.g. transporting a critical resource to a point from which the resource will be involved in initial attack.

2. **Special Use Flight -** Flights defined by exclusion as all flights not meeting the definition of "Point to Point" flights. They require work to be performed in the air (e.g. aerial retardant/water delivery, reconnaissance, etc.) or through a combination of work in the air and on the ground (e.g. delivery of personnel and or cargo from a helibase to an undeveloped landing site). Certain Special Use flights may require a project safety plan. Mission and tactical flights would fall into the Special Use category.

24.3.2 GENERAL PROCEDURES

A. Night Flights. A twin-engine aircraft is required whenever a passenger flight will be flown within the period beginning 30 minutes after legal sunset until 30 minutes before legal sunrise.

B. IFR Flights. Use a twin engine IFR approved aircraft whenever the flight will be in or is expected to be in IFR conditions. One pilot and a functioning autopilot or two pilots are required for IFR flights.

C. Aircraft and Pilot Carding. Only agency approved and carded aircraft and pilots will be used for agency flights. All Forest Service or Department of Interior users of aircraft are personally responsible for checking aircraft and pilot approval certificates: Forest Service form 5700-

20 (fixed wing pilots), form 5700-21 (fixed wing aircraft), form 5700-20a (rotor wing aircraft), and form 5700-21a (rotor wing pilots) or National Business Center Aircraft Management (AMD) forms OAS-36A (fixed wing aircraft), OAS-36B (rotor wing aircraft), OAS-64A (fixed wing pilots), and OAS-64B (rotor wing pilots). Point-to-Point only approvals are on Point-to-Point cards for both USFS and AMD.

D. Essential Passengers. Only passengers that are essential to the mission will be on a government flight. The pilot-in-command has the final say and responsibility for the safety of the aircraft and its occupants.

E. Pilot cumulative flight hours. When scheduling aircraft, check on pilot's available flight hours. Recent **revenue producing** pilot flight hours are applicable to flight time limitations regardless of whether they were flown for the government or privately. **Recreational flight** hours are not applicable.

F. Instrument Approach Facilities. Instrument flight operations will only be dispatched to or from airports with instrument approach facilities, unless the pilot decides to waive this requirement.

G. Manifests. Manifests shall be prepared for all flights regardless of whether the load is personnel or cargo (SF 245 Prescribed by USDA FSM 5716/USDI MP 9400.51B). Passenger and Cargo Manifests will be completed with name, weight, and destination.

H. Helicopter Modules. When exclusive use contract helicopters are dispatched to other units, the assigned manager and module will accompany the ship. When "Call When Needed" (CWN) helicopters are ordered, a qualified module will also be ordered to manage the ship, unless the ordering unit can provide a module. Names of personnel must be furnished.

I. Forest Service and Aviation Management Manuals. Each Dispatcher will be furnished, and be knowledgeable of Title 5700 of the Forest Service Manual, all appropriate guidelines within series 5700 of the Forest Service Handbook, and USDI Departmental Manual, Operational Procedures Memorandum, 350-354. Each Dispatch Office shall have a current copy of the "AOPA Directory" or "Flight Guide". The "AOPA Directory" and "Flight Guide" provide vital information on airports, runway lengths, elevation, lights, service capabilities, etc.

J. Local Resources. State Coordination Centers unable to meet fire aircraft needs through local resources will place requests with the SACC Aircraft Coordinator (see section 24.3.5 for procedures on ordering tactical aircraft).

K. Fire related Aircraft Resource Orders. All orders for fire-related aircraft will be documented on a Resource Order with the following information: flight schedule, airport or latitude and longitude, radio frequency and any special requirements (e.g.: helicopter long line, fuel truck, cargo door configuration, etc.).

L. Aircraft movement notification. When contract or agency aircraft or pilots are away from their designated base overnight, the State Coordination Center will pass this information to the SACC Aircraft Coordinator.

24.3.3 FLIGHT AND DUTY LIMITATIONS

All pilots shall be limited to the following tours of duty and flight hours:

A. Flight time shall not exceed a total of 8 hours per day.

B. Flight time shall not exceed a total of 42 hours in any six consecutive days.

C. Pilots accumulating 36 or more hours of flying in any 6 consecutive days shall be off duty the next day.

D. Within any 24-hour period, pilots shall have a minimum of 10 consecutive hours off duty immediately prior to the beginning of any duty day.

E. Duty includes flight time, ground duty of any kind, and standby or alert status at any location.

F. During any 14 consecutive days, pilots shall be off duty for two full calendar days. Days off duty need not be consecutive.

24.3.4 FLIGHT FOLLOWING AND RESOURCE TRACKING PROCEDURES

A. Purpose. Flight Following and Resource Tracking are key components in promoting aircraft safety and efficiency. The purpose of flight following and resource tracking procedures is to insure the safety and welfare of flight crew and passengers, promote effective utilization of aircraft and provide information for the administrative processing of aviation related documents.

B. Definitions.

1. **Flight Following** - The knowledge of an aircraft's location and condition with a reasonable degree of certainty that, in the event of a mishap, the survivors may be rescued. Several flight following methods are utilized:

a. **FAA IFR** - IFR (Instrument Flight Rules) flight plans are filed with an appropriate FAA facility. This method is required during certain meteorological conditions and at the pilot's discretion at other times.

b. **FAA VFR with Check-in** - VFR (Visual Flight Rules) plans are filed with an appropriate FAA facility. This method requires a radio check-in to an FAA facility every 60 minutes or less.

c. **Agency Radio Check-in with pre-established check-in times** - Fifteen minutes or less are required for mission flights. The flight plan must insure the air crew is capable of maintaining radio contact with an agency dispatch center within established intervals not to exceed 15 minutes.

d. **Telephone/Radio Arrival Confirmation** - This method involves confirmation of departure and arrival times between the sending and the receiving units. It is the method typically used to track aircraft en route to or from an incident and would involve notifications from interim stops as well as origins and destinations. Aircraft tracked with this method are normally also utilizing one of the methods above (a-c) for flight following.

e. **Automated Flight Following (AFF) –** AFF is one type of agency flight following. AFF reduces pilot workload and provides the dispatch office with much greater detail and accuracy on aircraft location and flight history.

1. Requirements to Utilize AFF:

The aircraft must be equipped with the necessary hardware (transmitter and antenna).

The dispatch office responsible for the flight following must have a computer connected to the internet.

The flight following dispatcher must have a working knowledge of the AFF program (Webtracker) and must have a current username and password for the AFF system.

AFF does not reduce or eliminate the requirement for aircraft on mission flights to have FM radio capability, and for the aircraft to be monitoring appropriate radio frequencies during the flight.

2. Procedures for Utilizing AFF:

When AFF is requested, ensure AFF program access is available and request standard flight information from the pilot/Chief of Party (COP).

The pilot will relay the flight itinerary, ETD and ETA to the dispatch center.

If flight following will be handed off to another dispatch center en route, the center will brief the pilot/COP with updated frequencies, call signs, and other information as needed.

The dispatch office will log onto the AFF web site and verify that the aircraft icon is visible on the screen.

Once the aircraft is airborne, the sending unit will contact the pilot or COP to confirm initiation of AFF.

The dispatch office(s) responsible for flight following will monitor the computer at 15 minute intervals for the duration of the flight. Recording location and heading at each interval in the log book.

When the aircraft has completed the flight and landed, the pilot or COP will contact the dispatch office to inform them that they are on the ground.

If the computer system stops working during AFF, continue flight following using manual methods.

If a flight will cross "traditional dispatch boundaries", and the flight following will be handed off from one dispatch center to another, a positive hand off must be made. This must be coordinated between the affected dispatch centers and the aircraft, preferably prior to take off, but may be done while airborne.

Additional information about AFF can be found at: https//aff.nifc.gov

2. **Resource Tracking** - In order to facilitate cost effective use of aircraft and planning of resources, scheduling offices and ordering offices may request pilots or Chiefs of Party on board aircraft to relay flight status information at designated intervals.

3. **Late Aircraft** - An aircraft is Late if no check in has occurred between 15 and 30 minutes after scheduled check in.

4. **Overdue Aircraft** - An aircraft is considered "overdue" when 30 minutes have elapsed since the last scheduled flight following check-in.

5. **Missing Aircraft** - An aircraft is considered "missing" when it has been reported to the FAA as being "overdue" and the FAA has completed an administrative search for the aircraft without success.

C. Flight Following, Resource Tracking Table.

Flight Category	Flight Following	Resource Tracking
Point To Point	OPTIONS 1. FAA IFR Flight Plan 2. FAA VFR Flight Plan with check-in EVERY 60 minutes with FAA. 3. Agency Radio with check-ins EVERY 15 minutes (normally). 4. AFF with telephone/radio confirmation.	Resource Tracking may be performed by telephone or radio. Check-ins are made with **scheduling dispatcher**: • Prior to takeoff • Each stop en route • Arrival at destination
Special Use	OPTIONS (Flight Following and Resource Tracking becomes essentially the same.) 1. Agency radio check-in EVERY 15 minutes (normally). 2. Telephone/Radio Arrival Confirmation. The receiving unit will notify the sending unit when they have established radio contact with the incoming aircraft or otherwise established operational control of the resource. NOTE: In some cases, where longer distances are involved and agency radio contact is not possible, tactical resources may actually file a flight plan with FAA en route to an incident and begin Agency Radio Check-in upon arrival.	

D. Point to Point Flights (see definitions section 24.3.1)

Except in unusual circumstances, the pilot for point-to-point flights will file either a VFR or an IFR FAA Flight Plan and flight following will be conducted through the FAA. An example of an exception would be a very short flight in which the sending dispatch center has constant radio contact with the aircraft and can flight follow via radio.

The originating dispatch office is required to provide the receiving dispatcher with the flight schedule, aircraft identification, pilot name, and

manifest. The originating dispatch office will provide the pilot with any needed instructions.

For resource tracking purposes, the Pilot or Chief of Party will report, normally via telephone, point of origin departure time, interim stop arrival and departure times, and final destination arrival times to the originating dispatch center.

For local resource aircraft, the originating unit would be the local State Coordination Center.

When a point-to-point flight is ordered through or originated by SACC; SACC will be responsible for resource tracking. The dispatch center filling the order will report, to SACC, departure and return times. The receiving unit (if ordered by a State Coordination Center) or the Chief of Party/Pilot will report, to SACC, the arrival time to and departure time from the interim stops and the destination. Appropriate estimated departure and arrival times (flight schedules) will be communicated between SACC and all involved dispatch centers.

The pilot or the Chief-of-Party shall notify the originating dispatch center prior to departure with any change in flight plan or change in manifest.

If a Dispatch Center or the Pilot/ Chief of Party is unable to reach the appropriate dispatch center after business hours, the after hours Duty Officer should be called or a detailed message left on the answering machine.

E. Special Use Flights (see definitions section 24.3.1)

For most Special Use flights, flight following is accomplished via Dispatch or Flight Following Center Radio with 15-minute check-ins. Flight following and resource tracking become essentially the same process in that departure and arrival times as well as interim check-ins are performed via the Radio and/or telephone.

Occasionally, two or more flight following processes will need to be applied even for tactical missions. An example is an initial attack dispatch for a long distance in which there is not adequate radio contact to flight follow via Radio. In this instance, the aircraft may file a flight plan until it reaches the incident and then cancel the flight plan and commence Radio flight following or be handed off to an air attack.

Flight following for Special Use missions may be "handed off" from the originating dispatch center to other dispatch or flight following centers as long as there is continual, positive contact and check-in with the aircraft. When Special Use flights involve sending a special use aircraft from one dispatch center to another, the originating center will provide the receiving center with flight schedule, aircraft, pilot, and manifest.

On fire missions where the aircraft is being controlled by air attack, leadplane or ground personnel, 15-minute check-ins with dispatch are not required. Fifteen-minute check-ins will resume when the aircraft departs the assigned incident and/or is no longer under the control of air attack, lead plane or ground personnel.

The pilot or crewmember will provide the following information on check-ins:

1. Current location (use Loran or GPS latitude/longitude if available; otherwise legal or geographic descriptions are acceptable).
2. Current direction of flight (use compass heading).
3. Next destination or area to be surveyed.
4. Estimated time en-route.
5. Amount of Fuel on board.
6. Estimated time on the ground (if landing).

The pilot is required to contact the originating dispatch office prior to departure with any change in flight plan or changes in manifest. Pilot will notify the originating dispatch center when there is to be a delay of 30 minutes or more.

If communication failure occurs between aircraft and dispatch, the aircraft shall land at the nearest FAA approved airport and phone the appropriate dispatch office or return to its departure point while attempting to reestablish communication. Once communication is reestablished, the aircraft may continue with the mission.

F. Overdue-Missing-Downed Aircraft. Dispatch Centers will follow their local Action Plan or the Southern Area Action Plan. See definitions in section 24.3.4 above.

Flight Service Station is contacted at (800) 992-7433 when an aircraft is Overdue.

G. Aircraft Crossing Geographic Area Boundaries. The National Interagency Coordination Center (NICC), will flight follow all aircraft that cross Geographic Area boundaries that have been ordered through NICC on an aircraft order. The Pilot-in-Command or Chief-of-Party will contact NICC at each stop while en route at 1-800-994-6312. NICC will, by request, flight follow flights that cross geographic boundaries even if it is not on a resource order. See also, the National Interagency Mobilization Guide section 24.

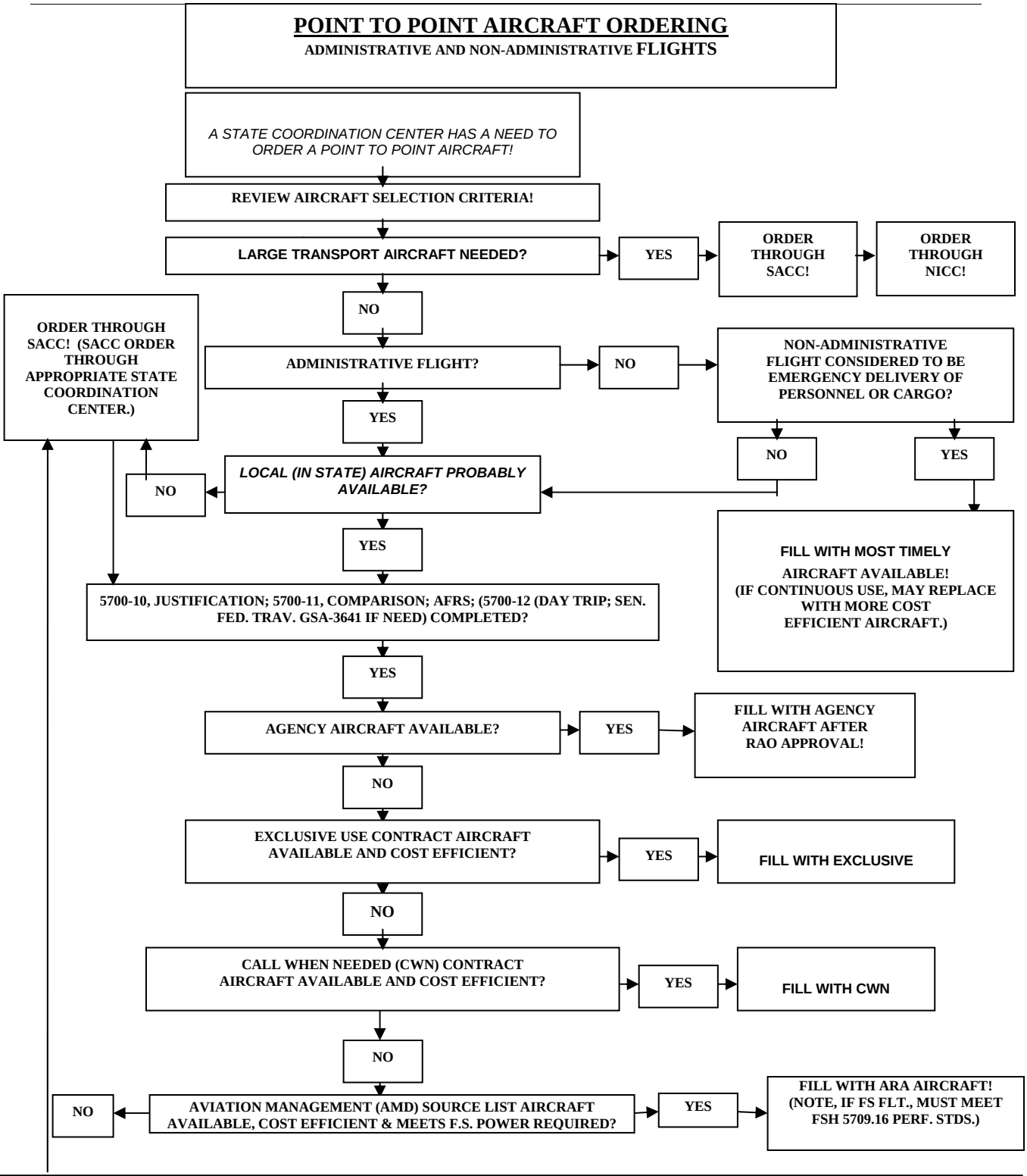
H. Law Enforcement Flights. For safety, flight following must also be done for these flights. Local coordination with Forest Dispatch is required prior to the flight. Due to the nature of the Law Enforcement Mission, appropriate flight following procedures will be coordinated between local Unit Dispatch and Law Enforcement COP (Chief-of-Party). The intent of flight following is to provide resource tracking and timely search and rescue operations as needed.

I. Aerial Photo Flights. Flight plan must be filed with either FAA or local dispatch. Check in is required prior to and at completion of each flight.

24.3.5 AIRCRAFT DISPATCHING

The Southern Area Coordination Center conducts "strategic" dispatch functions to fill requests from State Coordination Centers, other GACC's, etc. SACC does not conduct tactical dispatching. However, SACC does have the responsibility of filling requests in a cost effective and timely manner with the most effective resource. It is extremely important for State Coordination Centers to keep SACC informed when resources are relocated or reassigned.

The following charts provide a ready reference for dispatching aircraft. More specific directions follow.



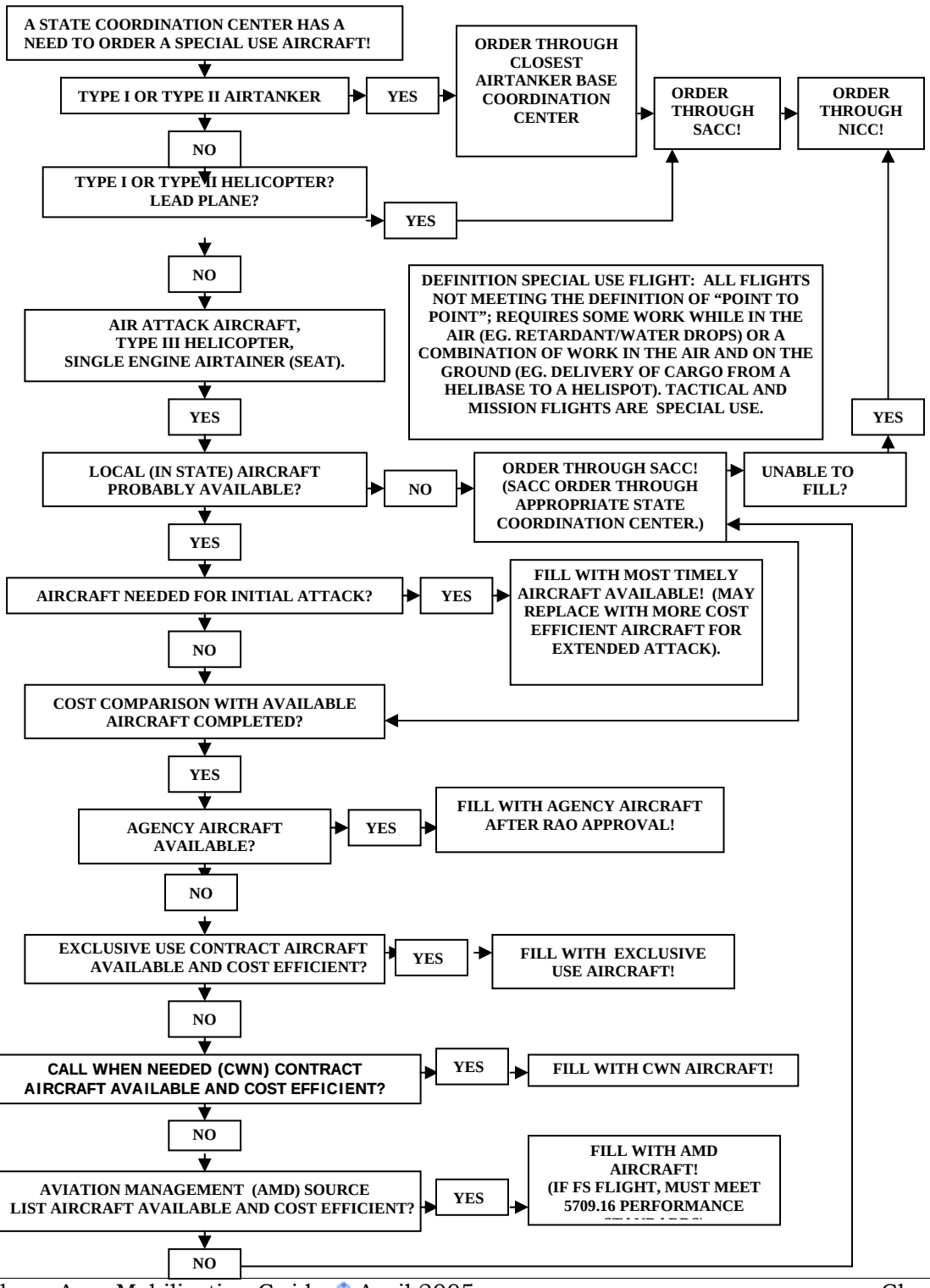
DEFINITIONS

POINT-TO-POINT FLIGHT: A FLIGHT THAT ORIGINATES AT ONE DEVELOPED AIRPORT OR PERMANENT HELIBASE, WITH FLIGHT ROUTE DIRECTLY TO ANOTHER DEVELOPED AIRPORT OR PERMANENT HELIBASE; CONDUCTED SOLELY TO TRANSPORT PERSONS OR CARGO AND DOES NOT INVOLVE MISSION FLIGHTS.

NON-ADMINISTRATIVE FLIGHT: A POINT-TO-POINT FLIGHT CONDUCTED SOLELY TO TRANSPORT PERSONS OR CARGO (EG. OVERHEAD, CREWS, SUPPLIES) AS A RESULT OF A RESOURCE ORDER.

ADMINISTRATIVE FLIGHT: A POINT TO POINT FLIGHT, NOT RESULTING FROM A RESOURCE ORDER, USUALLY TO TRANSPORT PERSONS OR CARGO IN THE CONDUCT OF NORMAL BUSINESS ACTIVITIES. TYPICALLY REQUIRING A COST COMPARISON WITH OTHER MODES OF TRANSPORT AND ALSO REQUIRING A JUSTIFICATION.

SPECIAL USE AIRCRAFT ORDERING



A. Point to Point Flights.

1. **Administrative Flights** (see FSM 5700)

a. **Cost Comparisons/Justifications -** The requesting unit should complete:

- "Aircraft Flight Request/Schedule" (AFRS)
- FS-5700-10, Flight Request / Justification for Administrative Use of Aircraft
- FS-5700-11, Cost Comparison Travel Worksheet
- If Non-federal passenger, FS-5700-12, Day Trip Authorization may need to be completed
- If Senior Federal Travel, GSA Form 3641.

b. **Ordering Priorities** – Generally, priority for ordering is agency aircraft, then contract aircraft, from the most formal contract first to less formal contract last. If the cost analysis indicates commercial air travel is not feasible or cost effective, agency owned aircraft must be considered first, followed by Exclusive Use Contract aircraft. If agency aircraft are not available and Exclusive Use aircraft are not available or feasible for the flight, CWN aircraft may be ordered.

c. **Local CWN Aircraft** – If agency exclusive use aircraft are unavailable, local (in state) CWN Contract resources may be committed first. Local (in state) administrative flight aircraft may be ordered directly by that state coordination center. A courtesy notification to SACC is requested.

d. **Ordering Through SACC** - If an order cannot be filled locally; The State Coordination Center will place the order with SACC. SACC will follow step "a" and "b" above

- If scheduling or cost analysis dictate the use of exclusive use contract, or CWN contract aircraft, SACC will place the order with the State Coordination Center that administers the contract. SACC will not order these aircraft directly from the contractors.
- When the aircraft has been scheduled or ordered, SACC will complete the remaining blocks in the AFRS and provide a copy to the requesting unit and also the unit filling the order.

e. **AVIATION MANAGEMENT (AMD) Aircraft** - AMD source list aircraft may also be considered along with CWN aircraft. However, USDI agencies must use AMD aircraft if available. Costs for aircraft under National Business Center Aircraft Management (AMD) agreements are available from any AMD office or from the website source list, www.oas.gov. If the flight is

for the Forest Service, aircraft must meet the performance standards outlined in FSH 5709.16. If an AMD Source List aircraft is selected, and the aircraft is within your state, you may order direct. If you need an aircraft from another state SACC will order that aircraft directly from the contractor.

f. SACC will place an order for pre-positioned aircraft with "home base Coordination Center" or as specified in the contract.

2. **Non Administrative Flights** - The non-administrative flight process will be identical to the administrative flight process with the following exceptions:

a. Non-administrative flights normally result from a resource order. An Aircraft Flight Request/Schedule (AFRS) will be used for the scheduling.

b. In some cases, non-administrative flights may be of an emergency nature and the order would be filled with the timeliest resource available. Continued use of the aircraft after the emergency has passed may result in replacement with a more cost effective aircraft.

B. Special Use Flights. (Southern Area: Air Attack, detection, reconnaissance, type III helicopters etc. Tactical dispatch of National Resources assigned to the Southern Area is discussed here. Additional information on National resources are discussed beginning with section 24.4).

1. **Airtankers, Leadplanes, Aerial Supervision Modules**. (See sections 24.5 and 24.8 for additional discussion of airtankers and leadplanes. Also see below for a discussion of ordering air attack aircraft for airtanker bases).

a. **Initial Orders into the Southern Area –** Initial orders for airtankers, leadplanes, and Aerial Supervision Modules into the Southern area must be made through SACC to NICC.

b. A**irtankers, Leadplanes, Aerial Supervision Modules -Tactical Dispatching**

- **Airtanker Requests –** All request for tactical airtanker missions including lead planes and air attack aircraft assigned to the tanker base will be placed directly with the State Coordination Center that manages the **closest** airtanker base to the incident**.**
- **Operational Reload and Portable Airtanker Bases –** If reload and/or portable airtanker bases are operational, requests for tactical airtanker missions including lead planes and air attack aircraft assigned to the tanker base will be placed directly with the State Coordination Center that manages the reload or portable airtanker base.

- **Inactive Reload and Portable Airtanker Bases -** If the reload or portable airtanker base is not operational but would be the closest base to the incident, the requesting unit may request airtankers from the closest State Coordination Center that manages a permanent airtanker base with a request that the reload or portable base be activated. Once airtankers are in place at the reload or portable base, requests for airtankers will be made directly to the State Coordination Center that manages the reload or portable airtanker base.

c. **Airtanker Bases**

TANKER BASE	DISPATCH COORDINATION	MAINTENANCE, SUPERVISION, RETARDANT ORDERING
Fort Smith	Arkansas-Oklahoma Interagency Coordination Center (AOICC)	Ozark-St. Francis-Ouachita National
Knoxville	Tennessee Interagency Coordination Center (TNC)	Cherokee National Forest
Lake City	Florida Interagency Coordination Center (FIC)	National Forests in Florida
Chattanooga-Proposed	Tennessee Interagency Coordination Center (TNC)	Cherokee National Forest
Asheville-Reload	North Carolina Interagency Coordination Center (NCC)	National Forests in North Carolina
Shenandoah Valley (Weyers Cave)-Reload	Virginia Interagency Coordination Center (VIC)	George Washington-Jefferson National Forests
Tallahassee-Reload	Florida Interagency Coordination Center (FIC)	National Forests in Florida
Kinston-Reload	North Carolina Interagency Coordination Center (NCC)	North Carolina Forest Service (NCS)

d. **Airtanker Dispatch Priorities** – Airtankers, leadplanes, and air attack aircraft assigned to the tanker base will be tactically dispatched by the Airtanker Base Coordination Center with notification to SACC. When aircraft are dispatched from the airtanker bases, each Airtanker Base Coordination Center has the authority to reroute, divert, or recall airtankers, leadplanes, and air attack aircraft assigned to the tanker base within priorities that have been established within the Southern Area. When there are multiple requests that meet the same priority criteria, the Coordination Center must request a decision through SACC to the MAC.

e. **Airtanker Relocation/Prepositioning** – Requests to relocate or preposition airtankers, leadplanes, and exclusive use air attack aircraft must be made through SACC. (Note that prior to relocating a CWN air attack aircraft outside of the state, a determination must be made by SACC as to whether a

more timely and cost efficient air attack aircraft is located near the new location).

f. **Leadplanes and Leadplane Pilots –** SACC will be responsible for replacement/rotation of leadplanes and pilots.

g. **Aircraft Scheduling –** The State Coordination Center responsible for managing the Airtanker base, reload base, or portable base will be responsible for scheduling airtankers, leadplanes, and air attack aircraft assigned to the Airtanker base, including establishing daily starting and ending times.

h. **Retardant and Portable Airtanker Bases –** The State Coordination Center responsible for managing the Airtanker base, reload base, or portable airtanker base (PAB) will be responsible for coordinating the orders for dry retardant and maintaining enough retardant for at least three operational periods. SACC will be responsible for dispatching, tracking, recovering and insuring maintenance of the PAB's.

i. **Operations Plans –** The Forests responsible for the Airtanker bases will prepare and maintain Operations Plans for the Airtanker bases and reload bases and for preparing operating plans for portable bases as they are activated.

j. **Daily Reporting –** The State Coordination Centers responsible for managing the Airtanker base, reload base, or PAB will be responsible for insuring the following information is reported to SACC at the close of each business day:

- Location and status of each Airtanker as well as leadplanes, Aerial Supervision Modules (ASMs) and air attack assigned to Airtanker bases.
- Number of hours flown and gallons of retardant dropped that day.
- Pilot days off schedule.
- Any scheduled maintenance for airtankers and leadplanes/ASMs.

k. **Victor Frequencies –** The State Coordination Centers responsible for managing the Airtanker base, reload base or portable base will be responsible for ordering, through SACC, any additional victor (am) frequencies needed.

l. **GACC to GACC Initial Attack Ordering – Initial attack involving the commitment of resources across GACC boundaries must comply with the following guidelines:**

- The Southern Area Coordination Center (SACC) may order initial attack Air Tankers and Lead Planes positioned at Alamogordo, NM (ALM), or Roswell, NM (ROW) directly from the Southwest Area Coordination Center (SWCC).

- The Eastern Area Coordination Center (EACC) may order initial attack Air Tanker and Lead Planes directly from the Southern Area Coordination Center (SACC).

- The change of status of any air tanker or lead plane, and flight following information will be communicated by the sending GACC using standard procedures established in the National Mobilization Guide, Section 24.

2. Dispatch/Ordering Factors and Criteria - Selection and dispatching of Special Use aircraft will be based upon the "Factors" outlined in section 24.1.3 and the "Criteria" outlined in section 24.1.4. Given that all other factors meet the needs of the requested flights, the two primary considerations will be the "timeliness and cost effectiveness" of the aircraft. A cost analysis should be completed to determine the most efficient aircraft. Timeliness and Cost Effectiveness factors that should be considered in selecting the appropriate CWN aircraft:

a. **Ferry Costs** - consider ferry costs to and from the incident. Note that pre-positioned aircraft are paid from point of hire or home base, (whichever is closer) and return to that point.

b. **Relief Pilot Transportation** - When pilots reach mandatory days off, determine if the cost to the government of transporting a relief pilot is more or less costly than ordering a replacement aircraft.

c. **Initial Attack vs. Extended Attack/Readiness** - Timeliness may be a more critical factor than aircraft cost for initial attack. Conversely, aircraft cost may be a more critical factor than timeliness for extended attack or standby.

3. **Ordering Priorities -** Agency owned aircraft must be considered first, followed by Exclusive Use Contract aircraft. **Since SACC may receive an order and must determine the appropriate resource it is important that State Coordination Centers notify SACC if an Exclusive-Use aircraft is relocated from its assigned home base to a new location.** If agency aircraft are not available and Exclusive Use aircraft are not available or feasible for the flight, CWN or Aircraft Rental Agreement (ARA) aircraft may be ordered.

4. **Local CWN Aircraft –** Local (in-state) CWN Contract aircraft may be committed first. Local (in-state) aircraft may be ordered directly by the State Coordination Center. When CWN aircraft are

assigned a notification to SACC with the location of the aircraft is requested.

5. **Ordering Through SACC -** If an order cannot be filled locally; The State Coordination Center will place the order with SACC. SACC will follow step "1" and "2" above.

a. If scheduling or cost analysis dictate the use of exclusive use contract, or CWN contract aircraft, SACC will place the order with the State Coordination Center that administers the contract for the selected aircraft. SACC will not order these aircraft directly from the contractors.

b. If the order is for initial attack, SACC will fill through the State Coordination Centers with the timeliest aircraft available. The aircraft may then be replaced with a more cost effective aircraft for extended attack or standby. If aircraft is not needed for initial attack, then the most cost effective aircraft that meets the needs of the ordering unit will be ordered.

c. AMD source list aircraft may also be considered along with CWN aircraft. However, USDI agencies must use AMD aircraft if available. Costs for aircraft under National Business Center Aircraft Management (AMD) agreements are available from any AMD office or from the website source list, *www.oas.gov*. If the flight is for the Forest Service, aircraft must meet the performance standards outlined in FSH 5709.16. If an AMD Source List aircraft is selected, SACC will order that aircraft directly from the contractor.

6. **Pre-positioned CWN Contract Aircraft -** If agency aircraft are not available and Exclusive Use Contract aircraft are not available or feasible, local (in state) CWN Contract aircraft will be committed before pre-positioned aircraft. However, CWN tactical aircraft contractors may pre-position fixed wing or rotor wing aircraft within the Geographic Area to enhance their potential for assignment.

a. Contractors must notify **the home base State Coordination Center** with information regarding pre-positioned aircraft. **SACC will not take pre-positioning information directly from contractors.** State Centers have been provided a form on which to record the pre-positioned information. The State Coordination Center should request the contractors fax this information but, if faxes are not received, calls from contractors should be clearly documented in the dispatch log

b. The home base State Coordination Center will forward pre-positioning information to SACC. SACC will utilize the information in determining the timeliness and cost effectiveness of aircraft.

c. Note - Contractors must have their aircraft, pilot, support personnel, and support equipment in place at the pre-positioned location in order to be considered "pre-positioned".

7. **Air Attack Aircraft Assigned to Airtanker Bases -** If a CWN Air Attack aircraft is assigned to an Airtanker base, the Airtanker Base Coordination Center may dispatch the Air Attack for initial attack with notification to SACC. CWN air attack aircraft may not be relocated until SACC makes a determination as to whether a more timely and cost efficient aircraft is available.

8. **Ordering Through NICC -** Special Use aircraft that cannot be filled in the Southern Area will be ordered through NICC.

9. **Information needed for Special Use Flights:**

a. Name of the Incident or Project.

b. Name of the air and/or ground contact.

c. Air-to-Air and Air-to-Ground frequencies and tones.

d. Location and description of destination, LAT/LONG.

e. Initial contact for flight following (Name, Forest, District, radio frequencies and tones, etc.).

f. Hand-Off Contact for flight following (Name, Unit, District, radio frequencies and tones, etc.).

g. Are other aircraft in the area of operations and what type are they? (Air Attack, Tankers, Helicopters.)

h. Are there any known hazards, power lines, towers, flight restrictions, Military Training Routes (MTRs), Military Operating Areas (MAM), weather factors?

i. Sunrise/Sunset times.

24.3.6 FLIGHT AUTHORITIES

A. The **Pilot In Command (PIC)** is responsible for the preflight planning and the operations of the flight in compliance with the Federal Aviation Regulations, Forest Service Guidelines, and Department of Interior

Guidelines. The PIC shall have the authority to delay, divert, discontinue, or cancel a flight when conditions do not appear suitable for the safe continuation of the flight. The PIC shall ensure the following actions are taken.

1. **Manifest** - A manifest of all crewmembers and passengers on board has been completed. A copy of this manifest will remain at the point of departure. Manifest changes will be left at subsequent points of departure when practical.

2. **Passenger Briefing** - All passengers have been briefed in accordance with the briefing items contained in 14 CFR 135. In those instances where multiple short flights are made, the pilot's briefing does not need to be repeated unless new passengers come aboard. Additionally, the briefing should include information concerning the following items:

a. Emergency Locator Transmitter (ELT)
b. Aviation life support equipment
c. First aid kit
d. Fire extinguisher
e. Seat belt and harness
f. Aircraft hazards
g. Gear and cargo security
h. Fuel and electrical shut-off
i. Oxygen equipment
j. Emergency egress
k. Smoking

B. **Chief of Party (COP)** will normally be designated whenever a flight or mission involves two or more personnel. The duties and responsibilities of the COP are as follows:

Discuss with all personnel on the mission, travel arrangements, route, stopping points, and estimated time of arrival (ETA).

Have copies of the passengers manifest available for charter aircraft, dispatching, and receiving units.

Have telephone numbers for the originating and receiving dispatch offices for use when delays of more than 30 minutes occur.

Have passengers assembled and ready to board.

Provide for safety and welfare of each passenger.

Check pilot card and aircraft data card for currency and mission qualifications.

The person exercising operational control over the flight, normally the **Chief of Party**, shall have the authority, jointly with the **Pilot In Command**, to cancel, divert, or delay the flight if, in their opinion, the flight cannot operate or continue to proceed safely as planned. Should conditions change while the flight is en route, to the extent that flight should not be carried out in accordance with the flight plan, the individual first learning of the changed conditions shall contact the other with all relevant information, and the flight plan shall be amended in accordance with the decision of the Pilot In Command.

Anyone can refuse or curtail a flight when an unsafe condition may exist. Undue pressure (expressed or implied) or haste should never influence judgment or decisions in managing flights.

24.4 AIRBORNE THERMAL INFRARED (IR) FIRE MAPPING

These aircraft are considered National resources and depending on National priorities may not be available to fill requests.

All requests for IR flights will be made through SACC to NICC. Orders for IR flights must be placed on an Aircraft Resource Order. The ordering unit must also fill out an INFRARED AIRCRAFT SCANNER Request Form. Flights to the same fire on successive days require new "A" request numbers. A new INFRARED AIRCRAFT SCANNER Request is also required for each flight even though information on this form may not change from day to day, except possibly the latitude/longitude. NICC must be provided with IR parameters, frequencies, hazards etc. Indicate interpreters (IRIN) name if that position is filled.

After the order is placed with NICC, they will call back and provide an aircraft number, flight crew names, and flight plan. This information will be posted on the Aircraft Resource Order and forwarded to the ordering unit.

An Aircraft Flight Request/Schedule (AFRS) for flight tracking will be completed if not provided by NICC.

Users of the IR aircraft must provide or order mission management, supervision, planning, liaison, imagery interpretation, and logistical support for the units. In addition, the user must provide for flight following and status reports to NICC.

24.5 LEADPLANES AND AERIAL SUPERVISION MODULES

24.5.1 LEADPLANES

Leadplanes are considered National Resources. Orders for leadplanes from State Coordination Centers will be placed with SACC. SACC will place the order to NICC.

24.5.2 AERIAL SUPERVISION MODULES (ASM'S)

ASM's are provided by the USDI Bureau of Land Management and are considered National Resources. They consist of a combined leadplane pilot and a Air Tactical Supervisor (ASM endorsed ATGS) in a single aircraft. Specific information concerning the operational procedures can be found in the "Aerial Supervision Module Operations Guide, 2003" published by the Bureau of Land Management. ASM's have and will continue to be used in the Southern Area.

24.6 LARGE TRANSPORT AIRCRAFT

Large charter aircraft for inter-area movement of crews are generally provided by NICC. The Southern Area will occasionally order and preposition a large transport (e.g. DC-3) in the Area during the spring fire season. AMD also has several contractors on Aircraft Rental Agreements (ARA's), which can transport single crews.

In the event that a need arises for a large transport aircraft, a resource order should be passed from the incident through established dispatch channels to NICC to get the price of a charter aircraft.

When large transport aircraft are needed for mobilization, the SACC Aircraft Coordinator will work with NICC's Aircraft Desk to coordinate the missions.

When using large transport aircraft, the following characteristics and capabilities of destination airports must be considered:

A. **Runway length -** must be adequate for large, dual wheeled aircraft.

B. **Runway elevation** - high temperatures and elevations decrease capability of aircraft.

C. **Load bearing weight** - of runway and ramp both must be adequate to handle aircraft weight.

D. **Ground handling facilities** - must be available for large aircraft, including auxiliary power, hot air starts, external stairs, and sanitation services.

E. **Fueling facilities** - must provide adequate supplies of appropriate fuel.

Time frames are critical with large transport aircraft. For this reason, it is important that personnel and cargo be weighed, manifested, and ready to board as soon as an aircraft arrives. All power tools, including pumps and chainsaws, must be free of fuel and purged before being loaded onto aircraft.

When flying for the government, commercial pilots and crews are governed by FAR part 121 regulations restricting flight and duty hours.

24.7 HELICOPTERS

24.7.1 HELICOPTER TYPING

TYPE	CHARACTERISTICS
1	15 or more passenger seats or 5,000 pounds cargo capacity
2	9-14 passenger seats or 2,500 pounds cargo capacity
3	5-8 passenger seats or 1,200 pounds cargo capacity
4	2 or more passenger seats or 600 pounds cargo capacity

24.7.2 HELICOPTER CATEGORIES

A. **Standard Category** - Authorized for passenger hauling as well as internal and external loads.

B. **Limited Use Category** - Lift only, no passenger carrying, seats removed and placarded. Many Type I helicopters are in this category.

C. **Standard Category, Limited Use** - Generally a temporary designation that restricts the use of the helicopter to external loads, no passenger carrying but seats are not removed.

1. Some Type I helicopters are in this category but are authorized to carry module managers between fire assignments.

2. Standard category Type II helicopters may be placed in the Limited use category when the intent is to carry external loads only. The Type II limited use helicopters are not authorized as of 11/27/01 to carry passengers. The Regional Aviation Officer must prepare a letter each time a Type II helicopter is placed in or out of the limited use category. A copy of the letter must be sent to the requesting unit and a copy must be placed on board the aircraft. SACC will manage this process.

3. Standard category Type III helicopters may be placed in the Limited use category when the intent is to carry external loads only. The Type III limited use helicopters are not authorized as of 11/27/01 to carry passengers. The Regional Aviation Officer must prepare a letter each time a Type III helicopter is placed in or out of the limited use category. A copy of the letter must be sent to the requesting unit and a copy must be placed on board the aircraft. SACC will manage this process.

24.7.3 HELICOPTER MODULES

All helicopters ordered for suppression purposes will be sent with a complete helicopter module based upon the type and category of the helicopter. The manager will join up with the helicopter at a location other than the incident so that an acceptance inspection can be completed on the aircraft and pilot prior to the actual performance of any aviation operations. Note that the USDI Fish and Wildlife Service and National Park Service do not require full modules for non-interagency incidents.

TYPE	STAFFING
Type 1 helicopter, standard	Manager and four crew persons
Type 1 helicopter, limited use	Manager alone
Type I helicopter, standard category limited use	Manager alone
Type 2 helicopter, standard	Manager and three crew persons
Type 2 helicopter, limited use	Manager alone
Type 2 helicopter, standard category limited use	Manager alone
Type 3 & 4 helicopters	Manager and two crew persons
Type 3 helicopter, limited use	Manager alone

24.7.4 CALL WHEN NEEDED (CWN) CONTRACT HELICOPTERS

A. **Type-I and Type-II CWN Contract Helicopters** – Refer to Section 24.7 of the National Mobilization Guide. For additional information about Type-I and Type-II helicopters, see the National CWN Contract or go to *www.nifc.gov/contracting* on the web.

1. **National Resources --** Type I and II helicopters are considered to be National Resources and must be ordered through SACC to NICC.

2. **Manager's Name --** NICC will require a manager's name before filling orders for Type I and Type II helicopters.

3. **Resource Order Numbers** -- CWN helicopters are ordered with "A" numbers but Modules for CWN helicopters are ordered with "O" numbers.

4. **Commit Messages** -- Type I and II helicopters require that commit messages be forwarded to SACC and subsequently to NICC when the helicopters are committed to an incident.

B. **Type III and IV CWN Contract Helicopters** - Type III and IV helicopters are considered Geographic Area resources. Refer to Section 24.3.5, B, "Special Use Flights" for information related to dispatching Type III and Type IV helicopters.

24.7.5 EXCLUSIVE USE CONTRACT HELICOPTERS

Exclusive Use helicopters are under formal contract, for specified periods, to various units and agencies nationally, regionally or locally. In the Southern Area, State Coordination Centers are responsible either directly or indirectly through Contracting Officer Representatives for management and dispatch of the type III and IV helicopters. See section 24.3.5, "Special Use Flights" for information related to dispatching Type III and IV helicopters. State Coordination Center must notify SACC of the new location if an Exclusive Use helicopter is relocated.

The modules for Exclusive Use Contract helicopters are dispatched with the contract helicopters and normally, the sending unit will provide replacement module members without further orders. Exclusive Use helicopters with modules are ordered with a single "A" number.

24.7.6 HELICOPTER SUPPORT EQUIPMENT

If not provided locally, helicopter support kits, rescue kits, extraction kits etc. must be ordered.

24.8 AIRTANKERS

For the detailed contract and the most recent schedule of items, go to *www.nifc.gov/contracting*.

Heavy airtankers are considered National Resources and must be ordered through SACC to NICC. Airtankers require that commit messages be forwarded to SACC and subsequently to NICC when the airtankers are committed to an incident.

Airtanker Typing

TYPE	CAPACITY (GALLONS)
1	3,000+
2	1,800-2,999
3	600-1,799
4	100-599

24.8.1 EARLY ACTIVATION

Refer to the National Mobilization Guide.

24.8.2 MODULAR AIRBORNE FIRE FIGHTING SYSTEMS (MAFFS)

Refer to the National Mobilization Guide and refer to the current MAFFS Operating Plan for further information.

Modular Airborne Fire Fighting Systems (MAFFS) are 3000 gallon pressurized retardant units inserted in military Lockheed C-130 Hercules aircraft. Two of the units are located in the Southern Area at the 145TH Airlift Wing, Air National Guard in Charlotte, North Carolina.

As with all military resources, the MAFFS units will be activated only when all commercial sources have been committed, are unsuitable for a particular mission, or cannot meet time frames. For Federal fires, MAFFS will be activated through NICC only. The states of California, North Carolina, and Wyoming may directly activate those units stationed within their borders with coordination with NICC. The North Carolina agreement requires a federal MAFFS Liaison Officer be assigned to State activations.

MAFFS aircraft are equipped with Technisonic radios during fire use.

MAFFS aircraft are **not** initial attack qualified. They must operate under the direction of an Airtanker Coordinator (leadplane/ASM). The existing MAFFS systems must be pressurized with a ground compressor located at the Tanker Base. The MAFFS (Airborne Firefighting Systems) Units currently under

development do not require a ground compressor, hold 3600 gallons and have foam capability.

While flying fire assignments, MAFFS flight crews are governed by the same flight and duty hour restrictions as military transport flight crews.

24.8.3 SINGLE ENGINE AIRTANKERS (SEATS)

See the Single Engine Airtanker Operations Guide (ISOG) for additional information.

SEATs are 500-800 gallon capacity tankers with 2-8 hours fuel capacity. They typically come with 1-4 support people, a support vehicle, and a trailer or truck mounted retardant mixing plant.

All Federal SEAT contracts are administered by the National Business Center Aircraft Management (AMD), Department of the Interior (DOI). Program management responsibility is vested with the DOI in accordance with the lead agency concepts. SEATs are not considered national resources.

SEATs will be ordered through SACC as an Aircraft request. Contact the SACC Aircraft Coordinator for availability information. A SEAT manager must be ordered separately as an Overhead request.

24.9 TEMPORARY FLIGHT RESTRICTIONS (FAR 91.137)

Reference the "Interagency Airspace Coordination Guide (6/91)" (Appendix 4 - Requesting Temporary Flight Restrictions [TFRs] and Deconfliction of Airspace) for pertinent information.

In the Southern Area, requests for temporary flight restrictions are made by the State Coordination Centers directly to the appropriate FAA Air Route Traffic Control Centers (ARTCC). SACC will request TFRs only in unusual circumstances. Document requests for Temporary Flight Restriction on an Aircraft Resource Order.

TFRs in the USA may be found at: *www.notams.faa.gov/tfr*. Where there are active incidents within the Southern Area, request the information on existing TFRs from the State Coordination Centers. The aircraft desk should be made aware of existing TFRs since SACC frequently receives inquiries regarding existing TFRs. TFRs are not considered to be in effect until the FAA has issued a **Notice to Airmen (NOTAM)** regarding the specific TFR.

Typical TFRs are requested in a five (5) mile radius of a given point and 3000 feet above ground level (AGL). However, TFRs may be requested in any configuration desired depending on the situation, topography, amount of air traffic etc.

Reference 91.137; **placing a TFR over an incident area does not automatically eliminate non-tactical aircraft from the area**. Note the exceptions for law enforcement and news media in the FAR**.**

It is highly recommended that an **Airspace Coordinator** be ordered in those cases where airspace is complex or numerous aircraft are deployed. If there is a need, contact SACC. A contact point for these specialists is Julie Stewart, (503) 808-6728.

24.10 MILITARY TRAINING ROUTES AND SPECIAL-USE AIRSPACE

It is recommended that State Coordination Centers and other users subscribe to the Military Training Route Publication AP/1B, which provides current training routes along with aeronautical charts, and also the AP/1A, which covers Special Use Airspace. It is also recommended that Coordination Centers install the IAMS/CAHIS program, which includes all the information in AP/1A and AP/1B and allows the user to determine airspace conflicts for any given point.

Flight restrictions involving Military Training Routes (MTRs) require additional notification of that closure to the controlling military base. MTRs & SUAs require deconfliction prior to requesting a TFR.

24.11 AIRSPACE CONFLICTS

24.11.1 LOCAL HAZARD MAPS

A Local Hazard Map, with constant updating as changes occur, will increase the pilot's awareness of existing "wire" or "obstacle" hazards, which may be encountered during operations at low altitudes. The following is recommended:

A. A topographic scale of 1:24,000, or as appropriate for the area (missions) to be flown.

B. Utilize a legend for hazard marking.

C. Post hazard map where all pilots and personnel can review it.

D. Cover with a hard, clear plastic sheet to facilitate non-permanent hazard notations.

E. Assure that all pilots are briefed and shown the map.

F. Obtain current information from the materials/agencies listed below:
   1. Notice to Airmen on parachute and other operations in the area.
   2. Glider operations.
   3. Military low-level operations.
   4. Areas of extreme turbulence.

24.11.2 NEWS MEDIA AIRCRAFT

News media aircraft are only permitted into the incident restricted airspace with the permission and control of the incident command team. Media aircraft must have incident radio frequency capabilities and must receive complete briefing prior to entering the restricted area. It is recommended that when extensive fire activity is occurring, news media be provided with information regarding TFRs including the frequency to contact aircraft controlling air traffic over the incident (See FAR 91.137).

24.11.3 LAW ENFORCEMENT AIRCRAFT

Law enforcement aircraft are part of the relief effort and will frequently operate aircraft in an incident area. These aircraft are authorized to do. It is recommended that law enforcement agencies and local fire departments that have aircraft be provided with information related to the TFR and frequency to contact aircraft controlling air traffic over the incident.

24.12 FAA TEMPORARY CONTROL TOWER OPERATIONS

24.12.1 ORDERING FAA TEMPORARY CONTROL TOWERS

FAA Temporary Control Towers may be ordered by State Coordination Centers when incidents become complex or aircraft operations become unsafe.

State Coordination Centers will order the Temporary Towers through SACC under an “A” request. If the FAA does not furnish the radios, the State Coordination Center will need to order the radios under an “E” request. In addition to assigning an "A" number, State Coordination Centers will complete the FAA Temporary Request Form found in the National Mobilization Guide and the checklist form found in Chapter 11 of the Interagency Airspace Coordination Guide. These completed forms will accompany the "A" request submitted to SACC.

Once SACC receives the "A" request and forms, SACC will notify the State and Private Budget Officer. SACC will provide the Budget Officer a copy of the request and a contact person in the area that the tower will be located. The Budget Officer will prepare a request for goods and services (Standard Form AD-672) and forward it to the FAA for agreement and signature. **When the AD-672 is signed, FAA will provide an ETA for the tower. This information should be provided to the receiving unit.**

The Southern Area currently has a "Letter of Agreement" with the FAA covering the FAA Southern Region (Mississippi, Alabama, Florida, Georgia, South Carolina, North Carolina, Tennessee and Kentucky) and the FAA Eastern Region (Virginia).

There is currently no agreement with the FAA Southwest Region which includes Arkansas, Louisiana, Oklahoma and Texas. An agreement with this Region is currently being negotiated. Until such time as a formal agreement is in place temporary towers for these states will be ordered through NICC.

FAA typically requires seven (7) days notice prior to the planned release **of the temporary tower. Provide the Budget Officer notification of the planned release date and time of the temporary tower.**

24.12.2 INTERAGENCY INTERIM FLIGHT AND DUTY LIMITATIONS

(see National Mobilization Guide.)

24.12.3 FEDERAL EXCESS PROPERTY PROGRAM (FEPP) AIRCRAFT

Several States operate aircraft obtained under the Federal Excess Property program. Generally, these aircraft are used by the States primarily for fire related activities. They cannot be planned for use on Federal projects. However, the following conditions apply to these aircraft:

A. The States may utilize FEPP aircraft to combat fires on federal lands when the action is taken to protect adjacent non-federal lands.

B. FEPP aircraft may be ordered ONLY for initial attack on federal lands, and only if all of the following conditions are met.

1. The ordering unit certifies that no commercial source aircraft are available (suggest this be done directly on the resource order), and

2. The FEPP aircraft meets the criteria of timeliness and cost efficiency (in essence, it is the closest aircraft to attack the fire), and

3. The FEPP aircraft is released as soon as possible and not planned for extended attack, and

4. The Federal agency places an order for a non-FEPP replacement aircraft immediately. Reference FSMs 3000 and 5700 and FSH 5709 for more details.

24.13 FREQUENCY MANAGEMENT

Aviation activities related to incidents in the Southern Area may become very complex because of the population density; numerous private, commercial, and military aircraft; complex airspace and other factors. The single biggest risk in the Southern Area is related to communications or the lack of communication between aircraft and between aircraft and ground personnel.

24.13.1 ORDERING DISCRETE RADIO FREQUENCIES

At start up, Southern Area aircraft typically utilize the FM frequencies of the unit on which the incident is located for air to ground contact. Also, at start up, Southern Area aircraft may use the AM (victor) frequency 122.925 (the national natural resource agency frequency) for air-to-air communications. As the incidents or conditions become more complex, discrete frequencies are ordered.

State Coordination Centers may place aircraft resource "A" orders to SACC for discrete AM or FM frequencies either for specific incidents or preplanning for multiple incidents.

The following are the ordering procedures:

A. SACC will Contact the U.S. Forest Service Regional Frequency Managers (see table below) and request the frequencies specifying how the frequencies will be assigned (e.g. AM (victor) frequency for air-to-air initial attack, Florida Unified Command).

B. The telecommunications specialist will either secure the frequencies from NICC or advise SACC to order the frequencies directly from NICC.

C. When the incident is over, the frequencies must be released back to NICC through SACC just as any other resource is released.

FREQUENCY MANAGERS

Beth Davis: Cell: 903-960-3037 Office: 803-561-4036	**Jerry Patrick**: Cell: 601-942-2786 Office: 601-965-6153
FL, GA, KY, NC, PR, SC, TN, VA	**AL, AR, LA, MS, OK, PR, TX**

24.14 SAFECOMS

Anyone who observes or becomes aware of a situation related to aviation that is or could result in an aviation safety situation may initiate a SAFECOM.

SAFECOMs may be entered and current SAFECOMs read by accessing the SAFECOM website at *www.aviation.fs.fed.us/safecom/index.htm*. If the initiator does not have access to the website, the information needed to complete a SAFECOM should be forwarded to the State Coordination Center for input.

In the Southern Area, the Forest Service Regional Aviation Safety Manager is the **responsible official** for management of the SAFECOM system. **All SAFECOMs should be faxed to 770-338-5458.**

25 PREDICTIVE SERVICES

25.1 INCIDENT INTELLIGENCE SUMMARY (ICS-209)

Refer to the National Mobilization Guide.

If the following situations occur during any period of the year, SACC will be notified as soon as possible.

A. Five or more class "A" and/or "B" fires burning simultaneously.
B. Two or more class "C" fires burning simultaneously.
C. Any class "D" or predicted "D" size (100 acres) fire or larger in timber fuel types, or any class "E" or predicted "E" size (300 acres) fire or larger in grass fuel types.
D. Escaped prescribed fire.
E. Unusual fire weather or occurrence.
F. Any structure and/or life threatened.
G. Any major incident, regardless of land ownership, that directly or indirectly could involve the coordination system (e.g.: floods, hurricanes, tornadoes, etc.)

The Incident Intelligence Summary – ICS 209 (see examples below) - will be completed by 2100 each day the fire (or incident) is not controlled. The ICS-209 form is a web-based application known as the 209 Program. The 209 Program is located at: http://famweb.nwcg.gov/

The ICS-209 is submitted by the agency that has protection responsibility for the incident regardless of who administers the land.

The ICS 209 User's Guide is available at:
http://www.fs.fed.us/fire/planning/nist/209_UserGuide.pdf

State Coordination Centers will use this information to update the Situation Report. Incident status summaries may also be used for non-fire incidents with incident management teams assigned or with significant resource commitment.

The first summary will cover the period from the start of the incident to 2100 hours the first day of the incident.

25.2 INTERAGENCY SITUATION REPORT

Refer to the National Mobilization Guide.

The Interagency Situation Report is a web page application known as the Sit Report Program. Using the Sit Report Program, a daily report will be submitted by each State

Coordination Center to SACC, when there is activity or potential for occurrence, by close of business, or 2400 EDT. It will include all incidents that have occurred since the last report. NICC will retrieve the reports from the web application by 0200 MDT. SACC will consolidate the reports and issue a Southern Area Morning Briefing Report by 0730 EDT the following morning. The SACC Morning Report will be posted to the SACC web site by 1000 EDT each day. The minimum standards for situation reporting during the designated period are as follows:

A. All significant incident information will be transmitted by the State Coordination Centers to Ranger Districts, Parks, Refuges, States, other cooperators and SACC to ensure the timely recognition of approaching critical fire situations. When State Coordination Centers have multiple large fires/incidents, these should be listed by priority in the Situation Report by the reporting Coordination Center. This information is used by the Southern Area MAC Group and NICC to develop area and national priorities.

B. Monday through Friday - A report will be submitted by State Coordination Centers each day that activity occurs or when there is significant potential for activity on any units. SACC will submit a Situation Report each day.

C. Weekends - Each Friday by 1530 (EDT) State Coordination Centers should notify SACC of their staffing plans for the weekend. If not staffed, the name and phone number of the Duty Officer should be provided. If staffed, State Coordination Centers will submit a daily situation report Saturday and Sunday. If the Southern Area is at a preparedness level III or above (see Section 25.2), a SACC Situation Report will be submitted to NICC on Saturday and Sunday.

The Sit Report Program is available at:
http://famweb.nwcg.gov/

The Interagency Situation Report User's Guide is available at:
http://www.fs.fed.us/fire/planning/nist/sit_userguide0703.pdf

Situation Reports for Interior Agencies are submitted by 1500 (local time) to the appropriate Regional Office when fire activity has occurred; a prescribed burn is planned for the next day, or when very high or extreme fire danger is predicted. Units will also report to their respective State Coordination Center, via a message through the Internet, by fax or phone call.

25.2.1 Reporting Prescribed Fires

At Area Preparedness Levels IV and V, State Coordination centers will report all planned prescribed fires (all agencies) on the Incident Situation Report. Any resources expected to be committed to the Rx fire are listed in the remarks block.

This information is used by the agency Fire Coordinators (Southern Area MAC Group Members) to set Area priorities.

During Preparedness Levels IV and V, the agency Fire Coordinator will notify other members of the MAC Group and SACC by 0800 with the prescribed fires that are approved. The agency Fire Coordinator will notify the unit if the burn is disapproved by 0900.

Example of Planned Prescribed Fire section of Detailed Situation Report

Name	**Agency**	**ST**	**Unit**
Toccoa RX Burn	USFS	GA	CHF
Planned Start Date	**Number of days:**	**Acres**	**Strategy/Fuel Type**
03/19/1999	1	1,315	Fuels reduction
VOR	**Legal**	**Latitude/Longitude**	
NR	NR	34^0 44’ / 84^0 8’	
Remarks			
26 – people, 2 – tractor/plow, 3 – engines and 1 helicopter			

Name	**Agency**	**ST**	**Unit**
Chattooga Rx Burn	USFS	GA	CHF
Planned Start	**Number of days:**	**Acres**	**Strategy/Fuel Type**
03/19/1999	1	300	Fuels reduction
VOR	**Legal**	**Latitude/Longitude**	
NR	NR	34^0 46’ / 83^0 48’	
Remarks			
11 people, 1 tractor/plow, 2 engines and 1 helicopter			

Prescribed fire accomplishments (number of fires and acres) will be reported daily.

Interior Agencies will report planned prescribed burns to their Regional Office, and to their State Coordination Center.

25.3 INCIDENT MANAGEMENT SITUATION REPORT

Refer to the National Mobilization Guide.

25.4 WILDLAND FIRE ENTRAPMENT/FATALITY

Refer to the National Mobilization Guide.

25.5 WEEKLY FIRE WEATHER / FIRE DANGER OUTLOOK

Refer to the National Mobilization Guide.

Current and accurate weather information is critical for firefighters and managers to perform their mission safely and effectively. State Coordination Centers will ensure that fire weather forecasts are communicated in a timely manner to firefighters on initial and extended attack incidents.

When extended severe fire weather and potential for extreme fire conditions exists, the Southern Area MAC Group will direct the Southern Area Coordinator to place a Fire Behavior Analyst on the staff at SACC to provide daily weather briefings and issue general fire behavior forecast messages to the field. This will normally be done at Southern Area Preparedness Levels IV and above. The Meteorologist or Assistant Meteorologist will provide daily weather briefings to the MAC Group as needed.

25.5.1 National Weather Service Regions

REGION	*STATES COVERED*
SOUTHERN	Texas, Oklahoma, Arkansas, Louisiana, Mississippi, Tennessee, Alabama, Georgia, Florida, Puerto Rico & Virgin Islands.
CENTRAL	Kentucky, Indiana, Michigan, Illinois, Wisconsin, Minnesota, Missouri, Nebraska, Iowa, South Dakota, North Dakota, Colorado, Wyoming, Kansas
EASTERN	North Carolina, South Carolina, Virginia, New Jersey West Virginia, Maryland, Delaware, Pennsylvania, Ohio, New York, Massachusetts, Connecticut, Rhode Island, New Hampshire, Vermont, Maine

25.6 MONTHLY FIRE WEATHER / FIRE DANGER OUTLOOK

Refer to the National Mobilization Guide.

25.7 SEASONAL FIRE WEATHER / FIRE DANGER OUTLOOK

Refer to the National Mobilization Guide.

25.8 NATIONAL WILDLAND FIRE OUTLOOK

Refer to the National Mobilization Guide.

26 NATIONAL FIRE PREPAREDNESS PLAN

Refer to the National Mobilization Guide

26.1 WHY PREPAREDNESS LEVELS ARE ESTABLISHED

Refer to the National Mobilization Guide

26.2 SOUTHERN AREA PREPAREDNESS LEVELS

The Southern Area Preparedness levels have been established to:

A. Identify the level of wildland fire or prescribed fire activity, all-hazard activity, severity, and resource commitment within the Southern Area

B. To identify actions to be taken by Agency Administrators, Area Coordinator(s), Unit Administrators and State Coordination Centers to assure an appropriate level of preparedness/readiness for the existing and potential situation.

C. To modify or curtail Area or Unit fire management activities when essential to assure preparedness and response capabilities for situations within the Southern Area.

26.2.1 GENERAL

A. The Southern Area Coordinator will monitor the Area wildland fire and all-hazard situation and determine Preparedness Levels. Preparedness Level 3 and above will be set after consultation with the Southern Area MAC Group. In declaring the Preparedness Level, the following will be considered:

- Current and forecasted weather
- Severity and number of recent fires
- Resources currently committed
- Heavy risk periods
- Severity and/or complexity of all-hazard incidents

B. Area Preparedness Levels are determined from the ground up, and at the higher levels may constrain activities in a single unit not experiencing similar activity. This assures that sufficient resources will be available for Area or National situations. However, Area Preparedness Levels must also be responsive to the National Preparedness Levels that identify amounts of wildland fire activity, severity and resource commitment Nationally.

C. Certain circumstances may arise where it is necessary to make exceptions to management considerations specified in the Preparedness Levels. The following section describes applicable circumstances and procedures to be followed.

26.2.2 EXCEPTIONS

Since the National Preparedness Levels are designed to ensure that sufficient resources are available for the National situation, management direction/considerations at higher National Preparedness Levels may constrain activities in the Southern Area, where no incident activity may be occurring.

In instances where the Southern Area is supporting (or is able to support) other Geographical Areas with its resources, the Southern Area Coordinator and MAC Group may increase the Area PL and take the appropriate actions. The Southern Area PL may differ from the National PL, based upon the availability of resources within the Southern Area and potential and/or severity of incidents.

26.3 PREPAREDNESS LEVEL DESCRIPTION

The following specify actions that the Southern Area will take in providing incident support capability suited to the hazard, risk, and situation complexity. Each action specified under a PL is in addition to all actions taken in the preceding PL.

ALL PREPAREDNESS LEVELS	
Description: The following activities apply regardless of the level of incident activity.	
Management Direction/Consideration	**Responsibility**
A. Report wildland and prescribed fire activity via the Interagency Situation Report program as directed by SACC.	Unit Administrator
B. For all incidents that meet the large fire criteria, prepare an ICS-209 and submit via FAMWEB system. (National Mobilization Guide, 25.1)	Incident Commander/State Coordination Center
C. Provide SACC with timely intelligence on existing and emerging situations.	State Coordination Center
D. Via the interagency Situation Report program, provide a report of area fire activity.	State Coordination Center
E. Staff State Coordination Centers commensurate with the level of incident activity and resource order workload not only at the local level but also the Southern Area and National activity levels. This will range from providing an after hours contact to staffing the center on an extended shift basis.	Fire Management Officer

26.3.1 - PREPAREDNESS LEVEL 1	
Description: Little or no activity area wide. Most units have low to moderate fire danger and probability of incident occurrence. Potential for escaped fires is low. Little or no commitment of Southern Area Resources. Units are handling all incidents without outside resources.	
Management Direction/Consideration	**Responsibility**
A. SACC staffed 0700-1730 seven days a week (or Duty Coordinator on call). Hours may be increased for presuppression, suppression, all-hazard incidents, or out-of-area support.	Area Coordinator
B. Monitor daily situation reports.	Area Coordinator
C. Develop and maintain Seasonal Severity Chart	SACC Predictive Services
D. Hotshot crews are in training.	Administrative Units
E. Initiate Team Rotation availability calls	SACC

26.3.2 - PREPAREDNESS LEVEL 2	
Description: Moderate activity. One or two units with Moderate to High fire danger or all-hazard involvement and possibility of incident occurrence. Potential for escaped fires is low. Little or no commitment of Southern Area Resources in Area, although national mobilization may be occurring.	
Management Direction/Consideration	**Responsibility**
A. SACC staffed 0700-1730 seven days a week (or Duty Coordinator on call). .	Area Coordinator

B. Consider severity needs.	Area Administrators
C. Coordinate the issuance of press releases that highlight interagency current conditions and a brief outlook.	Area Administrators
D. Activate Lead Plane detail agreements	Regional Aviation Officer

26.3.3 - PREPAREDNESS LEVEL 3	
Description: Several units experiencing High or greater fire danger and/or two or more units experiencing incidents, either fire or all-hazard or national mobilization requiring a major commitment of Southern Area resources. Potential exists for fires becoming Class D or larger. Possible hurricane strike in area within 72 hours. One Incident Management Team is on standby or committed to an incident, or 50 percent of Area crews or initial attack resources are committed.	
Management Direction/Consideration	**Responsibility**
A. SACC staffed 0700-1730 seven days a week. Hours may be extended, according to activity occurring. Consider seven day staffing of Predictive Services unit with FBAN support.	Area Coordinator
B. Assure management systems provide sufficient support to keep computers and telecommunications fully operational.	Area Coordinator
C. Maintain two airtankers within the Southern Area for initial attack.	Area Coordinator
D. Consider daily/weekly conference calls with State Coordination Centers.	Area Coordinator
E. Consider need for daily/weekly Aviation calls.	Area Coordinator
F. Agency/MAC monitor Wildland Fire Use (WFU) incidents, prescribed fire activities and suppression requirements to maximize efficient resource utilization for identified priorities.	MAC
G. Coordinate prepositioning of resources as may be appropriate.	Area Coordinator/MAC
H. Ensure incident qualified personnel are available for assignment.	Agency Administrator
I. Hotshot crews are available for 2 hour dispatch.	Unit Administrator

26.3.4 - PREPAREDNESS LEVEL 4	
Description: Several units are experiencing Very High or Extreme Fire Danger. Four or more units experiencing fire or all-hazard incidents requiring a commitment of Southern Area resources. High number of fires escaping initial attack. No break in the predicted weather is expected for at least 48-72 hours. Additional resources are being mobilized from outside the area. More than two Incident Management Teams are committed in the Southern Area.	
Management Direction/Consideration	**Responsibility**
A. Wildland Fire Use (WFU) and prescribed fire application can be continued or be initiated if the proposed action is approved by an agency at the Regional level.	Unit Administrator
B. Allocation of resources according to priorities set by the MAC Group.	Area Coordinator
C. Open pre-identified Mobilization Centers/Staging Areas as appropriate.	Area Coordinator
D. Activate Interagency Public Information Group	Area Coordinator
E. Activate a Fire Behavior Center at SACC as needed, based upon need and severity.	Area Coordinator
F. Consider prepositioning Incident Management Teams.	MAC
G. Consider prepositioning Helicopter Modules, Safety Officers, Type 3 Incident Commanders.	Area Coordinator/MAC
H. Consider activation of Aviation Safety Assistant Teams	MAC

26.3.5 - PREPAREDNESS LEVEL 5	
Description: Several units are experiencing major fire or all-hazard incidents which have the potential to exhaust all resources, while numerous new fires or resource commitments continue to occur. Most, if not all, the resources within the Area are committed. As resources become available, they are immediately reassigned to other incidents. The majority of support is coming from outside the Area. No break in the weather is predicted for at least 72 hours.	
Management Direction/Consideration	**Responsibility**
A. Intensify coordination efforts with all wildland fire protection agencies.	MAC
B. All State Coordination Centers staffed 7 days a week to provide coverage/service for affected units.	Fire Management Officers
C. Assess risk and impacts of the proposed actions and discuss with the National MAC Group.	MAC

26.4 NATIONAL MULTI-AGENCY COORDINATING GROUP (MAC) DECISIONS

Refer to the National Mobilization Guide.

26.4.1 SOUTHERN AREA MULTI-AGENCY COORDINATING GROUP - DECISIONS. All Southern Area MAC decisions affecting the Southern Area and/or providing management guidance will be included in the daily Southern Area Incident Morning Report.

26.5 FOLLOW-UP EVALUATION

Refer to the National Mobilization Guide.

31 NATIONAL MULTI-AGENCY COORDINATING (NMAC) GROUP ORGANIZATION

During National Preparedness Levels 4 and 5, the National MAC Group is activated and twice daily briefings are conducted to establish national priorities and provide national leadership and direction to wildland fire activities.

For a list of current members, refer to Chapter 30 of the National Interagency Mobilization Guide.

32 MULTI-AGENCY COORDINATING GROUP (MAC)

32.1 ACTIVATING A MAC GROUP

A MAC Group and supporting organization would normally be activated when the character and intensity of the emergency situation significantly impacts or involves other agencies. The MAC group is comprised of top management level personnel from those agencies who have jurisdictional responsibility and those that are heavily supporting the effort or may be significantly impacted by lack of local resources. Each of the members of the MAC Group should have delegated authority from their respective Agency Administrators for the following responsibilities:

A. Prioritize incidents.

B. Ensure that the collective situation and resource situation status is provided and current, by agency.

C. Anticipate future resource needs.

32.2 ROLE OF THE MAC GROUP

Activation of a MAC group improves interagency coordination at top management levels and provides for allocation and timely commitment of multi-agency emergency resources on any incident. Participation by multiple agencies in the MAC effort will improve:

A. Overall situation status information.

B. Incident priority determination.

C. State and Federal disaster coordination.

D. Political interfaces.

E. Overall coordinated information provided to the media and agencies involved.

32.3 DUTIES OF MAC GROUP COORDINATOR

The MAC Group Coordinator serves as a facilitator for multi-agency decision making. The position provides expertise in obtaining and summarizing information that affects key multi-agency decisions at the agency administrator level. Duties and functions of the position are to:

- Fill and supervise necessary support positions, as needed, in accordance with coordination complexity.
- Arrange for and manage facilities and equipment necessary to carry out MAC Group functions.
- Facilitate the MAC group decision process by ensuring development and display of information that will assist agency administrators or their representatives in keeping abreast of the total situation. Provide the data necessary for astute priority setting, allocation of resources, and other collective decisions.
- Implement decisions of the MAC group.

33 INCIDENT SUPPORT ORGANIZATION

Refer to the National Mobilization Guide.

Agency administrators are responsible for emergency operation. They provide general guidance and interact with the MAC Group. Typically some or all of their responsibilities are delegated to personnel who can devote more complete attention to the situation. Often the unit Fire Management Officer (FMO) has responsibility for the **Incident Support Organization** (ISO) and as a representative on the local MAC Group. Routine initial attack and other dispatch functions continue, but are separated from the ISO. Each office shall maintain a dispatch operating plan which will include authorities, roles, and responsibilities for expanded dispatch personnel, procedures for routine and emergency operations, the resource order process, job aids and references for the integration of buying teams and sources of supply.

The ISO works to provide logistical support to the host agency and the incident(s). The ISO is implemented to address the increased business volume and to supplement established organizations. Staffing positions in an ISO are to be based on need rather than preconceived organizational chart.

The ISO reports to the agency administrator and is composed of functional branches, **Expanded Dispatch, Technical Support,** and **Administrative Support**. The functional branches coordinate and cooperate to support the host agency and the incident(s).

33.1 EXPANDED DISPATCH

The **Expanded Dispatch** function of the ISO relieves the host agency's dispatch unit by focusing exclusively on the large or complex incident(s). During periods of multiple fires and/or large fires, it rapidly becomes necessary to separate the initial attack dispatching function from the organization supporting these fires. Activation of an Expanded Dispatch Organization should be preplanned. Adequate working space with all required communication equipment and trained personnel should be pre-identified.

Expanded Dispatch Functional Areas:

A. Overhead

B. Crews

C. Aircraft, Logistical

D. Equipment

E. Supplies

The volume of orders and complexity of the incident(s) determines staffing levels and the degree of expertise required of the expanded dispatch organization. In less complex situations, one dispatcher can handle more than one functional area. Additional personnel may also work within the expanded dispatch, such as data entry.

The **Expanded Dispatch Supervisory Dispatcher** is a facilitator accomplishing the direction provided by the Center Manager or Fire Management Officer who has delegated authority from the Agency Administrator. Facilitation is accomplished by adequately staffing and supervising the operations of the expanded dispatch organization, maintaining a positive and effective liaison with the host agency, incident management team(s), and assist in clarifying the roles and responsibilities for the ISO and the host agency dispatch unit as needed. The individual filling this position must be a qualified Expanded Dispatch Supervisory Dispatcher and capable of performing all functions within the expanded dispatch organization.

TRANSITION CHECKLIST

The following is a simple checklist for the transition from initial attack dispatching to major incident support:

State Coordination Center Responsibilities:

1. Ensure the completion of the Wildland Fire Situation Analysis (prepared by the Agency Administrator).

2. Order Interagency Incident Management Team/All-Risk Management Team and related support items (cache van, radios systems, etc.), as appropriate (See Appendix A).

3. Request a Temporary Flight Restriction – If required, request special VHF radio frequencies from SACC, as needed.

4. Implement a preplanned transition to an expanded dispatch (incident support) organization. This organization should be separate from the initial attack dispatch organization (see Section 30 of the National Interagency Mobilization Guide for further information).

5. Implement agency organization commensurate to the situation, including Safety Officer(s), Law Enforcement Officer(s), Information Officer(s), Hazardous Materials Coordinator(s), etc.

6. Designate agency person as incident information focal point at the Unit level.

7. Notify cooperating agencies.

SACC Responsibilities:

a. Notify appropriate agency management personnel (MAC Group, etc.) of the situation.

b. Notify on-call IC of the situation. When Incident Management Team or All-Risk Management Team is ordered, ensure related support items (cache van, radios systems, etc.) are considered and requested by the ordering unit (See Appendix A).

c. Order additional staffing for expanded operations and any local logistical support.

d. Consider needs for staging area and personnel.

e. Request that Public Affairs Officer is designated as incident information focal point at the Regional level (Forest Service only).

f. Ensure an Agency Official is designated as a Technical Liaison when the Region is notified that Departmental or Administrative Officials will be visiting an incident (Forest Service only).

CHECKLIST FOR RELIEF DISPATCHERS

Each dispatch office should develop an Orientation Guide to aid relief dispatchers in becoming familiar with basic operating procedures necessary to perform their duties.

As a minimum, the Orientation Guide will include:

1. Operation of telephone/communications system(s).
2. Information on office facilities, building safety plan, and personal needs.
3. Public Information Officer policy.
4. Duty schedules.
5. Chain of Command.
6. Who to contact in case of an accident.

33.2 TECHNICAL SUPPORT

The **Technical Support** Function of the ISO provides specialized skills, which assist off-incident support operations. These can vary from situation to situation. Common technical support functions are: telecommunications, caching of supplies, transportation services, equipment inspection, aviation ramp services, mobilization or demobilization center management, and security. In many situations, full time staffing of these support skills in unnecessary. If the situation requires more attention, it may become a full time responsibility for the duration of the incident(s).

33.3 ADMINISTRATIVE SUPPORT

The Administrative Support function of the ISO provides administrative services for the host agency, ISO, and incident(s). These can vary from situation to situation. Common technical support functions are: equipment and personnel timekeeping services, procurement services such as a buying team, hiring of local Ads or casual employees, follow-up on local compensation and claims actions, providing fiscal advice and vendor payments.
An Incident Business Advisor (IBA1, 2 or 3) may be ordered by the agency administrator to assist with incident business.

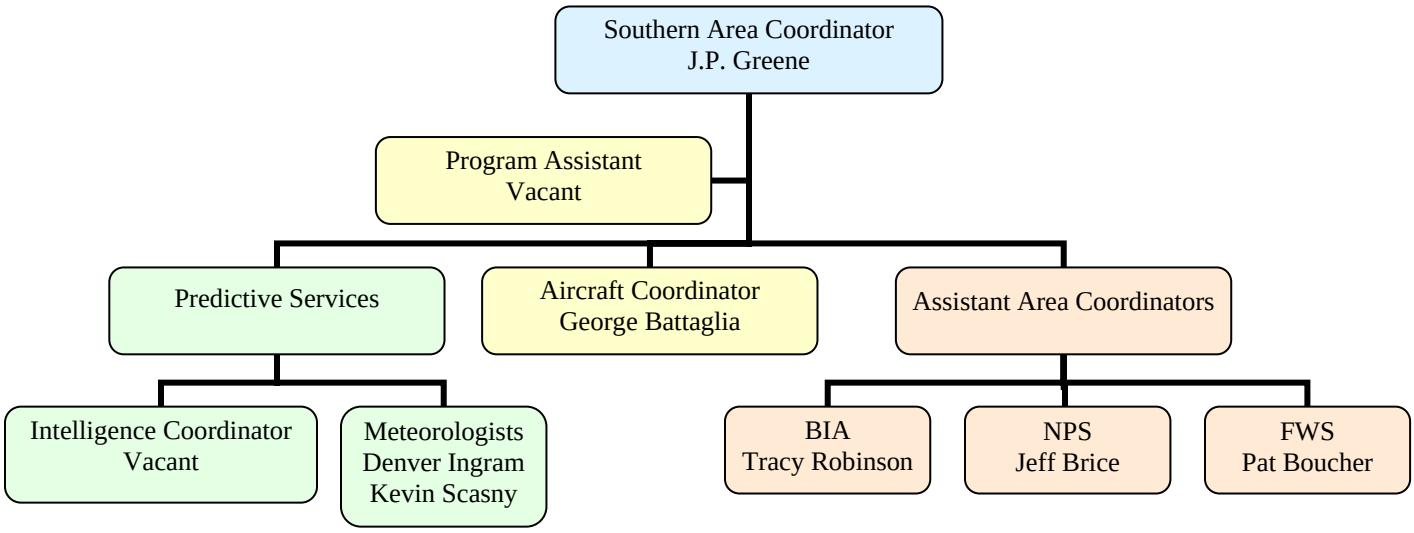
33.4 MAC GROUP COORDINATOR

Refer to the National Mobilization Guide.

33.5 COMPLEXITY

Refer to the National Mobilization Guide.

33.6 EXAMPLE ORGANIZATIONS

Refer to the National Mobilization Guide.

34 SOUTHERN AREA COORDINATION CENTER ORGANIZATION